A STEP-BY-STEP GUIDE to planning a fun fitness night for your school.

YOUR SCHOOL CAN EARN UP TO 1,000 BONUS BOX TOPS!

Check Out EatPlayBurn.com for more information and activities.
Inside you will find a step-by-step guide for setting up a family fitness night at your school.

**What is a Family Fitness Night?**
An evening of fun and fitness put on by your school consisting of 6 activity stations manned by school staff and volunteers designed to teach parents and students how fun and simple it can be to stay healthy.

**How Will I Know What to Do?**
Just keep reading. Inside you’ll find directions for everything you need to know to set up your school’s Family Fitness Night. It is a lot simpler than you think.

**How Can Box Tops For Education Help?**
Aside from providing you with this convenient guide, Box Tops for Education will provide your school with prizes to be given away on the night of your event, and we’ll reward your school with 1,000 bonus Box Tops just for participating.

**How to participate:**
All you have to do is let us know when your night is scheduled. We also ask that you complete a brief survey after the event to let us know how things went. Your experience will help us in planning future programs.
WE ALL KNOW HOW IMPORTANT good nutrition and exercise are for us. Unfortunately, most kids are not getting enough exercise or eating what they should.

Kids should engage in at least **60 minutes of physical activity everyday**. But way too many kids are not getting even this minimum amount of exercise.¹

The average child spends 5½ hours a day sitting in front of some kind of screen despite the fact that school-age children **should not be inactive for longer than 2 hours** at a time.²

Compared to inactive kids, those who get 60 minutes or more of physical activity a day have higher levels of fitness and stronger muscles. They also have **less body fat, stronger bones and reduced symptoms of anxiety and depression**.²

Less than 25% of kids get their **daily-recommended servings of fruits and vegetables**.³

9 out of 10 Americans (including kids) do not **get enough whole grains** in their diet.⁴

These are just a few of the reasons why Box Tops for Education wants to help you promote exercise and good nutrition in your school. And because kids spend most of their time in school, it is an ideal place to teach them the importance of physical activity and healthy nutrition. It’s also a great place to teach both kids and their parents that staying fit can be as simple as finding different ways to have fun.

¹ The Presidents Council On Physical Fitness and Sports Physical Activity Facts  
² http://kidshealth.org/parent/nutrition_fit/fitness/exercise.html  
³ http://www.adcouncil.org/default.aspx?id=475  
⁴ Bell Institute of Health and Nutrition. Go With the Whole Grain for Kids Leader Guide.  
Available at http://www.bellinstitute.com

**Why A Family Fitness Night?**

With this step-by-step guide your school can create an entertaining night for kids and parents that gets them moving and teaches them how to be more active and make healthy food choices in their everyday lives.

YOUR SCHOOL CAN EARN UP TO **1,000 BONUS BOX TOPS**!

Not only is this event a fun way to get kids moving and teach kids and parents more about exercise and nutrition, it is also a great way to earn more cash for your school!

Following your event, just complete a brief survey about the experience, and your school will be credited with 1,000 Bonus Box Tops. We value your input and want to use your comments to help make this test program even better in the future.
Tips for a Successful Family Fitness Night Event

GET THE TEACHERS ON BOARD
Start by asking your school’s PE teachers to help conduct the event. If they are willing to help, they will make great leaders.

Find The Right Location
Find a space in your school, such as the gym, that is large enough to accommodate all of the participants and still leave plenty of room for the activity stations.

Timing
Evenings during the week work well for most school events, but consider what best fits your school’s schedule.

A 90-minute event should be enough time for everyone to participate.

Since the kids in this program are relatively young, plan to have the event in the early evening (example 6:30 p.m. to 8 p.m.) in order to not conflict with bedtimes.

Recruit Volunteers
Reach out to parents, teachers, PTA/PTO members, coaches, community organizations and local health organizations. An excellent best practice is to ask local high school or college students and athletes to help set up and man each of the activity stations. Not only are they great people to run the stations, but their participation makes it even more exciting for the younger kids!

Snacks
Consider if a meal or snacks should be provided for the event. If so, reach out to local retailers or restaurants for donations and/or discounts. Try to keep it healthy to support the Health and Fitness theme of the event.

Find A Partner
Think about good potential local partners for your Family Fitness Night. Do you have a YMCA or other family fitness organization that might want to support the event with volunteers or additional activities?

Other Needs
Be sure to check on any specific arrangements your school requires for after school events. Find out if a janitor or security is needed for the event and make arrangements.
Pre-Planning Guide and Timeline

6-8 WEEKS BEFORE YOUR EVENT
• Set location, time, date
• Identify and reach out to potential volunteers and/or partners
• Plan for snacks or meal
• Decide on prizes for the event

4 WEEKS PRIOR TO YOUR EVENT
• E-mail parents letting them know about the event
• Distribute fliers to kids at school
• Have a planning meeting with volunteers to talk through event

2 WEEKS PRIOR TO YOUR EVENT
• E-mail volunteers with agenda and details
• Remind kids and parents about the upcoming event

NIGHT OF EVENT
• Set-up: have stations marked and ready to go with equipment and/or materials
• Have volunteers arrive 30 minutes prior to starting the event
• Welcome your group to the event

AFTER EVENT:
• Thank the school administration and volunteers
• Complete Box Tops for Education survey
• You’ll receive Bonus Box Tops once survey is complete
Materials For Promoting Your Event: Flyer

On these pages you will find some helpful materials for promoting your Family Fitness Night. We’ve made it easy to download and customize the materials for your school’s activity.

Download this flyer here and customize it for your school’s event. Then, ask the teachers to send it home with their students.

ATTENDANCE SHEET
Consider having a Box Tops for Education sign-up sheet to the event to get more parents signed up to try to increase your school’s earnings.
Materials For Promoting Your Event: Email

On these pages you will find some helpful materials for promoting your Family Fitness Night. We’ve made it easy to download and customize the materials for your school’s activity.

You can also download this word document here and customize it for your school’s event. Then, cut and paste it into an e-mail and send it to parents.

DEAR PARENTS,

Join Us for a Night of Healthy, Active Fun for the Whole Family.

(Insert Name of school) wants to help you and your family get active. That’s why we are planning a family Fitness Night for (Insert Date).

There will be 6 Activity Stations to get your family moving and grooving in a fun atmosphere. Each station will be set up with different exercises for you to try. It’s your chance to find out who in your family is the fastest, the strongest, the most agile. It’s also a great chance for your whole family to play together while learning about keeping active and making healthy everyday choices.

There are event prizes sponsored by Box Tops for Education. We will be holding a gift card giveaway the night of the event and giving away prizes for competitions.

AND, IF ENOUGH OF YOU SHOW UP WE CAN EARN 1,000 BONUS BOX TOPS FOR OUR SCHOOL.

To sign your family up, please contact (Insert Contact Name) at (Insert Contact Email Address)

Grab your sneakers and come dressed to move.

We hope you can join us!

You’ll receive:

- Your school’s Box Tops earnings progress
- Opportunities to win more Bonus Box Tops
- New Box Tops product updates
- Recipes and coupons for Box Tops products
- Exclusive ways to save at online stores and earn cash for your school!

Other ends 5/31/10. School supporters must confirm registration through confirmation email to receive Bonus Box Tops. Limit one 5 Bonus Box Tops offer per email address. Valid for new email registrants only.
Setting Up Your Event

**Regular exercise is very important** for building and maintaining cardiovascular, muscular, joint and emotional health, among other benefits. Based upon these benefits and the importance of eating right, we recommend setting up 6 stations in your school gym or chosen facility focusing on the fitness and health topics below: **Cardiovascular, Abdominal Strength, Upper Body Strength, Flexibility, Agility, Nutrition**. Feel free to substitute in your own activities, if there are some that your PE teacher would rather include.

At each of the 6 stations, provide a few different activities and let the kids choose one activity from each stations (suggestions below).

**Allow approximately 10 minutes for each station:** 2 minutes to rotate to a new station, 2 minutes to explain the importance of each station and 2 minutes for each exercise, with a few extra minutes included to help stay on track.

A maximum of 10 kids at each station is a good guide. However, this number might vary for your event depending upon your facility and activities.

**See the next page for a floor layout and suggestions on how to best setup your event.**

To help make it clear to the participants what activities go with each fitness topic, we recommend using the color-coded activity station worksheet you can download here. Print enough for each participant and hand them out the night of the event. Then, use color-coded cones and signs to designate each of the 6 activity stations. **Tip:** Use this worksheet as a basis for handing out some of the prizes during the evening.

**Have one volunteer act as an MC** for the night, kicking off and guiding the evening’s activities.

Prior to getting into the activities for the night, **spend about 15 minutes going around to the various stations** and quickly showing everyone how to do the different exercises. This will keep things moving smoothly and let the kids and parents jump right into the activities.
Find a space in your school, such as the gym, that is large enough to accommodate all of the participants and six activity stations. This Floor Layout is an example of how you can set up the activity stations.
Activity Station Cards

On the following pages are Activity Station Cards you can cut out and leave at each station to help volunteers explain the activities to the kids. They are color-coded to correspond with the cone color at each station.

ABDOMINAL STRENGTH

Introduction and Welcome:
The abdominal muscles are a group of 6 muscles that extend from the ribs to the pelvis. Building strong abdominal muscles can help increase metabolism, improve posture and lead to overall better health. Each of these activities is a great way to strengthen your abdominal muscles.

ACTIVITY 1:
Sit Ups: Traditional sit ups or crunches

ACTIVITY 2:
Tennis Ball Crunches: Place a tennis ball under the chin and do crunches

ACTIVITY 1:
Sitting or Standing Ball Pass: Either sitting or standing, have kids pair up and stand back to back, then pass a ball to each other from side to side, working the oblique muscles.

CARDIOVASCULAR

Introduction and Welcome:
Aerobic activity helps to build endurance, strengthen the heart and improves the body’s ability to deliver oxygen to all its cells. Each of these activities is a great way to increase your cardiovascular health.

ACTIVITY 1:
Walk/Jog/Run/Hurdles: Set up a lane around the perimeter of the gym for walking, jogging or running. As a variation, you can add hurdles to create more challenge for the older kids.

ACTIVITY 2:
Toe Taps: Standing with feet shoulder-width apart, alternate moving legs forward and back and tapping toe on the floor.

ACTIVITY 3:
Jump Rope: Have kids do any version they like of jump rope (e.g. forwards, backwards, on one foot)

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**Upper Body Strength**

*Introduction and Welcome:* 
Upper body muscles include your arms, chest, back and shoulder muscles. A strong upper body can improve cardiovascular fitness, bone density and body composition.

**Activity 1:**
*Push-Ups:* Any variation of push-ups can be done (e.g. military push-ups, knee push-ups)

**Activity 2:**
*Ball Push-Ups:* Place a basketball or similar size ball underneath the kids’ chests and have them lower down to the ball. This is an easier variation on the traditional push-ups.

**Activity 3:**
*Pull-Ups:* Younger kids may need help to reach and hold onto the bar.

**Activity 4:**
*Lateral Arm Raises:* Standing upright, raise arms straight out to the sides until they reach shoulder level. Lower arms and repeat during allotted time.

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**Flexibility**

*Introduction and Welcome:* 
Stretching exercises help improve flexibility, allowing muscles and joints to bend and move easily through their full range of motion. Stretching is also important for preventing injury.

**Activity 1:**
*Front Leg Raises:* Lie on your back and raise your straight leg up to be perpendicular with your body. Alternate legs.

**Activity 2:**
*Side Leg Raises:* Lie on your side and lift your top leg up 45 degrees and lower. Switch sides after 1 minute. Continue to alternate sides for the duration of the station time.

**Activity 3:**
*Bear Hugs:* Standing tall, bend one knee and pull or “hug” your leg into your chest, release leg and step slightly forward. Alternate sides with each step.

**Activity 4:**
*Chair Sits:* Sit against the wall in a chair position, arms down to the side or out in front.
STATION 5 AGILITY

Introduction and Welcome:
The ability to change body position rapidly and accurately without losing balance is a basic component of physical fitness. Agility is important in many sports and activities for kids and adults.

ACTIVITY 1:
Line Touches: Place parallel lines on the floor about 15 yards apart using tape or other material and have kids run back and forth between lines, touching the tape at each end.

ACTIVITY 2:
Dot Drill: Place 5 large dots (approx 6 inches in diameter or similar) on the floor and have kids move back and forth across the dots with their feet as shown on the right.

ACTIVITY 3:
Shuttle Run: Set up 5 bean bags about 15 yards apart, 3 on one side and 2 on the other. Have kids “shuttle” the bean bags from one side to the other until all 5 have been moved to the opposite side.

ACTIVITY 4:
Single Leg Line Jumps: Put tape on the floor to make a line about 15 feet in length. Have the kids zig zag across the line jumping on one foot. When they reach the end of the tape, turn around and go back to the other end. Keep going during the allotted time.
MATERIALS

Download the “MyPyramid for Kids” information here and use it to lead a simple, interactive session with kids and parents about healthy nutrition. This would be a good time to provide parents with the My Pyramid handouts available here.

STATION 6 NUTRITION

Introduction and Welcome

• Few kids get the right nutrition everyday, despite how important it is in a child’s development and in maintaining a healthy lifestyle and a proper weight. This area will help you understand how eating healthy helps us grow, have energy to play and allows us to do better in school. Let’s spend a few minutes talking about ways to eat healthy everyday.

Nutrition Overview

• Start by asking the kids a few fun questions about nutrition:

1. Q: How much exercise should kids get every day?
   A: Children need at least 60 minutes of physical activity every day. (The leader could provide options here - 15 minutes, 30 minutes, 45 minutes, 60 minutes)

2. Q: How much whole grain should kids and adults get every day?
   A: Kids and adults should get half their grain servings from whole grains. For most people that translates to at least 3 oz. of whole grain cereals, breads, crackers, rice, or pasta each day.

3. Q: What’s a healthy habit that can also help kids do better in school?
   A: Get out of bed and eat breakfast!!! Research shows that kids who eat breakfast do better in school, have better nutrient intakes, and have healthier body weights than kids who skip breakfast. And, grown-ups can enjoy the same health benefits - adults who eat breakfast have improved nutrient intakes and healthier body weights.

4. Q: What’s more nutritious - fresh or frozen vegetables?
   A: Frozen veggies are just as nutritious as fresh! Most Americans, kids included, need to triple their daily veggie servings, so color your plate with all kinds of great-tasting veggies.

• Next introduce them to “MyPyramid for Kids” using materials downloaded from MyPyramid.gov/kids and take the group through the 5 food groups. “MyPyramid for Kids” is a great resource for both parents and kids to learn more about eating healthy and exercising.

• Give a quick overview of the “Tips for Families” sheet. Try picking a few tips from the “exercise” column and the “eat right” column. Keeping it simple and brief will help kids and parents take away 1 or 2 actions that they can make right away to work towards being more healthy.

Tips for running the Nutrition Station:

• Recruit volunteers with health professional backgrounds - health teacher, school nurse or parent in health/medicine - to lead the Nutrition Station.

• Have a computer at the station and show the group some of the interactivity and information on the MyPyramid.gov/kids website.

Tip: Think about how to make this station interactive to keep kids engaged and excited about learning.
Nutrition Station Materials

The U.S. Department of Agriculture (USDA) has created some great materials on nutrition guidance for adults and kids. We recommend that you download these materials and use them as handouts at the Nutrition Station. You can download each of these helpful handouts at MyPyramid.gov/kids. Print enough to hand out one to each family.

You can also order a free full-size poster for your event, as well as many other materials, from the MyPyramid.gov/kids website. Just look for the online ordering tab.

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**Tips for Families**

1. **Eat Right**
   - Wash all your produce with water and dry with paper towels. Use a fruit or vegetable brush to remove tough dirt.
   - Choose whole grains each meal. Choose whole grain bread, pasta, rice, and cereal. Choose whole grain foods instead of refined grains.
   - Choose beans, such as black beans, pinto beans, lentils, or peas. Add them to soups, salads, or burritos. Kidney beans are a great way to add protein to a burrito.
   - Choose fresh, frozen, canned, or dried vegetables. Go easy on the fruit juice.
   - Choose lean or lowfat meats, poultry, fish, beans, peas, or lentils.
   - Go dark green and orange with your vegetables. Eat spinach, broccoli, carrots, and sweet potatoes.

2. **Grow it!**
   - Go outside and plant seeds. Kids love watching seeds grow.
   - Make half your grains whole. Choose whole-grain foods, such as whole-wheat bread, oatmeal, brown rice, and low-fat popcorn, more often.
   - Make most of your meat choices lean or fat-free. Eat lean or lowfat meat, poultry, fish, beans, peas, or lentils.

3. **Exercise**
   - Make at least half your grains whole. Choose whole-grain foods, such as whole-wheat bread, oatmeal, brown rice, and low-fat popcorn, more often.
   - Have fun together. Play with the kids or pets. Go for a walk, tumble in the leaves, or play catch.
   - Set aside time each day as activity time—establish a routine. Be active and get your family to join you.
   - Take the President’s Challenge as a family. Set your own goals and measure your progress.

4. **Move it!**
   - Instead of sitting through TV commercials, get up and move. When you talk on the phone, lift weights or walk around.
   - Use household items, such as canned goods, to hold while you exercise. Set up a home gym.
   - Move it! This month’s tip: Use a pedometer to track your steps throughout the day. Record your progress and set new goals.

5. **Play activity games or sporting equipment.**
   - Remember to limit TV watching and computer time.
   - Instead of sitting through TV commercials, get up and move. When you talk on the phone, lift weights or walk around.
   - Use household items, such as canned goods, to hold while you exercise. Set up a home gym.

6. **Set up a home gym.**
   - Move it! This month’s tip: Use a pedometer to track your steps throughout the day. Record your progress and set new goals.
   - Make a family activity—active games or sporting equipment.
   - Stairs can substitute for stair machines.

7. **Have fun activity party.**
   - Make the next birthday party centered on physical activity. Have a bowling or skating party.
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**MyPyramid Worksheet**

Check how you did yesterday and set a goal to aim for tomorrow.

**Food and Activity**

**Grains**

<table>
<thead>
<tr>
<th>Count</th>
<th>Food Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 oz</td>
<td>1 slice bread, 1 cup dry cereal, ½ cup cooked rice, pasta, or cereal</td>
</tr>
</tbody>
</table>

**Vegetables**

<table>
<thead>
<tr>
<th>Count</th>
<th>Food Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>2½ cups</td>
<td>dark green, orange, starchy, dry beans and peas, or other veggies</td>
</tr>
</tbody>
</table>

**Meat and Milk**

<table>
<thead>
<tr>
<th>Count</th>
<th>Food Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1½ cups</td>
<td>milk</td>
</tr>
<tr>
<td>3 cups</td>
<td>lowfat or fat-free milk and other milk products</td>
</tr>
</tbody>
</table>

**Fruits**

<table>
<thead>
<tr>
<th>Count</th>
<th>Food Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 cups</td>
<td>fruit</td>
</tr>
</tbody>
</table>

**Beans**

<table>
<thead>
<tr>
<th>Count</th>
<th>Food Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 oz</td>
<td>1 ounce meat, fish, or poultry, or 1 egg, 1 T. peanut butter, ½ ounce nuts, or ¼ cup dry beans</td>
</tr>
</tbody>
</table>

**Activity**

<table>
<thead>
<tr>
<th>Count</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 minutes</td>
<td>moderate to vigorous activity a day or most days</td>
</tr>
</tbody>
</table>

**Physical**

<table>
<thead>
<tr>
<th>Count</th>
<th>Physical Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minutes</td>
<td>walk, jog, skate, cycle, or swim</td>
</tr>
<tr>
<td>5 oz</td>
<td>1 ounce equivalent is 1 ounce meat, fish, or poultry, or 1 egg, 1 T. peanut butter, ½ ounce nuts, or ¼ cup dry beans</td>
</tr>
</tbody>
</table>

**Fats and Oils**

<table>
<thead>
<tr>
<th>Count</th>
<th>Fats and Oils</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 oz</td>
<td>liquid oils such as corn, soybean, canola, and olive oil</td>
</tr>
</tbody>
</table>

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**MyPyramid.gov/kids**

To help encourage attendance, Box Tops For Education can provide you with prizes for your event. The prizes will be mailed to you prior to the event.

**Door Prizes for Parents**
For extra fun and incentive for parents to attend the event, Box Tops For Education will provide five $15 gift cards to a local grocery retailer. You can enter the names from the sign up sheet into a raffle to give away the gift cards or come up with your own contest.

**Prizes for Kids**
Box Tops For Education will provide balls that you can use as prizes for the students. The balls will be a fun reward for the kids for their hard work and something they can use afterwards to play games and keep moving.

**A Few Suggestions on How to Use the Prizes**
- Award the class with the best attendance rate
- Use as prizes for event competitions

We hope you find this guide to be a useful resource for planning and running your event, and we look forward to hearing about it. Best of luck for a successful Box Tops for Education Family Fitness Night!
family fitness night

www.btfe.com

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