

## **5 Simple Steps to your schools participation in the MS Read-A-Thon**

There are five simple steps in the school's participation:

1. An MS Society will ask for the school's participation in the MS Read-A-Thon, and an assembly date and time is chosen.
2. On assembly day, a MS Read-A-Thon presenter arrives to give a presentation to the students. The 30-minute assembly consists of a talk on multiple sclerosis, a video, and an explanation of the Read-A-Thon program.
3. After the assembly, the students receive an envelope to take home. They read for three weeks and seek sponsors. The participants then have a two-week pledge collection period. The students bring their completed envelopes and funds to their teacher, who does not need to count the money, just simply place the student's envelope in a bigger envelope.
4. The collected envelopes and funds are then picked up by Brinks (a sponsor) or couriered (C.O.D.) to the Society's office. (All monies are counted at the MS Society.)
5. Within approximately four weeks of receiving the pledges, we will have the collected envelopes and funds tabulated and the awards packaged and sent back to the school. Along with the awards, a detailed list of the student's names, number of minutes read, grades and awards received is provided.

