



2011 Guide



The team of Leucan would like to thank you for your interest in our cause: supporting cancer-stricken children. A special thanks to you for welcoming us in your school!



In this guide, you will find all the information you need to ensure the good conduct of this campaign at your school.

Please visit www.leucan.qc.ca where you will find downloadable games as well as our Halloween calendar (also included with your campaign material) if you need extra copies.



TABLE OF CONTENTS

☺ ASSEMBLING YOUR MONEY BOX	3
A few easy tips for putting together the money box	
☺ LEUCAN AND ITS SCHOOL LIVE SERVICES	4
Information about this service	
☺ MONEY HANDLING	5
You have two options... including one where you can sign up for our contest and get the chance to win fantastic prizes.	
☺ SAFETY FIRST	7
10 rules to follow on Halloween night	
☺ LETTER TO THE PARENTS	8
It would be preferable to inform parents of their children's involvement in the campaign.	
☺ ANY QUESTIONS?	9
You may contact your regional office at any time.	
☺ CONSIGNEMENT FORM	10
If you have opted out of rolling your coins, a form must be completed and included with the unused material.	



ASSEMBLING YOUR MONEY BOX

This year's theme is support. Why not use this time to create a class project?

Suggestion: have students from a higher level help out the younger kids!

STEP 1

START WITH THE BOTTOM, THE FRONT OF THE MONEY BOX FACING YOU

- Unfold the box.
- Pull the longer flaps down 90° toward the inside of the box by crossing one flap over the other.
- Close the back from the bottom.
- Close the front by inserting the small flap into the slot located at the back of the box.

STEP 2

ASSEMBLING THE TOP

- Pull the smaller flaps 90° toward the inside of the box.
- Pull the back where it reads "Before assembling, press here" toward the front by inserting the tiny flaps located on the sides of the box into the slots.
- Insert the tip into the space at the back of the money box.



STEP 3

INSERTING THE SHOELACE AND THE FLYER

The flyer that comes with the money box was designed to help the child answer the questions he or she could be asked about Leucan.

- Place the flyer (front side facing you) in the back of the money box, aligning holes on top of the money box.
- Insert the shoelace in each hole and tie a knot.





LEUCAN AND ITS SCHOOL LIFE SERVICES

My friend needs my help... Halloween Money Box Campaign is a province-wide fundraising event held in Quebec schools. The money raised allows Leucan's regional offices to finance services in their area, including the school life services.

Objectives of the school life services

- **Provide tools, create awareness**, and **inform** parents, school personnel (teaching staff, support staff, nurse and administrators), classmates, and other school students about the challenges and needs of children with cancer in order to help them continue with their schooling alongside their peers.
- **Support** siblings, friends, and classmates.
- **Demystify the illness**. Through their own life experiences, all children have a fair understanding of cancer and its consequences, though their knowledge is often limited or transformed by their imagination or false information. Despite the fact that this disease is widespread, it continues to raise questions and arouse fear among children.
- Discuss the **different phases of the illness**: onset of symptoms, diagnosis, treatment, hospitalization, medical staff, remission, feelings experienced during the illness, etc.
- Discuss the **impact** and **consequences**, as well as the physical, cognitive, emotional, home, and **psychosocial effects**.
- **Provide information** on the different types of treatment.
- **Relieve anxiety** and **fear toward** the illness.
- Help children reflect, **develop awareness**, and **make small gestures** that could help the sick child.

Please note that the DVD we offer for the Money Box Campaign is a tool to raise awareness of cancer and of the sick kids' lives.



MONEY HANDLING

OPTION 1

ROLL YOUR COINS...

« JOIN IN AND ROLL YOUR COINS! »

A stimulating class project!

Help elementary school students develop their skills by solving situational problems while making a gesture of solidarity toward the children of Leucan. The contest also includes learning and evaluation situations (LES) established in collaboration with educational advisors and in accordance with the requirements set by ministère de l'Éducation, du Loisir et du Sport (MELS).



PRIZES TO BE WON:

9 prizes of \$500 in cash

1 prize per regional official

- 1. Roll and count your coins.**
- 2. Make a deposit at your bank.****
- 3. Send us your cheque before December 15, 2011.**

**To obtain a direct deposit form or to enter our contest,
please contact your regional office.**

**** TO ENTER THE CONTEST,**

**YOU MUST DEPOSIT THE MONEY RAISED WITH YOUR FINANCIAL INSTITUTION AND
SEND US A CHEQUE IN THE AMOUNT**

(Fiscal receipts are not eligible)



MONEY HANDLING

OPTION 2

OUR VOLUNTEERS TAKE GOOD CARE OF YOU...

To be dropped in a box



Box

Place the filled money boxes in sealed cardboard boxes identified with Leucan's name. Label the cardboard boxes with the school's name.

or

Deposit bags

Empty the money boxes in the deposit bags ordered as part of the registration (30 money boxes per bag).

Print Leucan and your school's name on each bag.
Drop the bags in a box labelled to Leucan's attention.

Store the cardboard boxes in a safe and accessible place.
Remember: the volunteers will have to carry them!
Make sure they're not too heavy.



Your regional office will confirm with you the pick-up date.
Please allow at least 2 weeks.

Our volunteers are clearly identified
and have an authorization letter from Leucan.

Our volunteers will pick up your unused material
(See the unused material form).



SAFETY FIRST



Halloween Night

1. Avoid masks: you can't see clearly with them.
Make-up is best. You'll see the cars better when crossing the streets and the obstacles in the houses' entrances and stairs.
2. Wear a short costume you'll prevent you from falling and hurting yourself.
3. Wear bright colours. Drivers need to see you.
4. Carry a flash-light.
5. If you're big enough to spend Halloween Night on your own, tell your parents where you'll be going and at what time you think you'll be back home.
6. Ring doorbells in groups or with an adult, never alone.
7. Do not enter the houses.
8. Never get in a car without your parents' permission.
9. Walk only one side of the street at a time.
Cross the street at intersections.
Respect road signs.
10. Before eating your candies, check them with your parents first.



LETTER TO THE PARENTS

Dear parents,

Your child's school chose to support Leucan's 2011 Halloween Money Box Campaign, **My friend needs my help...**

Did you know that our Halloween **My Friend Needs My Help...** Money Box Campaign is not only a fundraising activity for Leucan **but first and foremost** an awareness campaign addressed to children at the elementary level in Québec to help them better understand the ordeal of their cancer-stricken friends. The money raised is used to finance Leucan's regional services including the school life services.

LEUCAN AND ITS SCHOOL LIFE SERVICES

In order to facilitate and support cancer-stricken children once they go back to school, Leucan offers school life services to schools in the province of Québec.

- To facilitate the schooling of the cancer-stricken child and his/her siblings by providing the required support to his/her family and at school.
- To raise awareness at school about cancer-stricken children and to downplay illness by putting together workshops, which promote empathy and compassion between peers.

Thank you for helping us to make a difference for the children!

Note: When the children get back to school after Halloween night, we ask you to return the money boxes without opening or emptying them. If a money box is damaged, please empty its content in a plastic bag (Ziploc type).

Reply coupon

- | |
|--|
| <input type="checkbox"/> Yes, I agree to let my child take part in the Leucan Money Box Campaign |
| <input type="checkbox"/> No, I prefer my child not take part in the Money Box Campaign |

PARENT'S SIGNATURE: _____



ANY QUESTIONS?

Leucan Abitibi-Témiscamingue

(including Jamésie)

680, 3rd Avenue, Suite 201
Val-d'Or (Quebec) J9P 1S5
819 825-5200
1 877 238-4333

abitibi@leucan.qc.ca

Leucan Laurentides-Lanaudière

28, côte Saint-Louis West, Suite 207
Blainville (Quebec) J7C 1B8
450 437-2090
1 877 353-8226

laurentides-lanaudiere@leucan.qc.ca

Leucan Outaouais

336 Main St.
Gatineau (Quebec) J8P 5K3
819 663-2228

outaouais@leucan.qc.ca

Leucan Montérégie

573 Boivin Street, Suite 2
Granby (Quebec) J2G 2L9
450 378-5509
1 866 378-5509

monteregie@leucan.qc.ca

Leucan Estrie

31 Brooks St.
Sherbrooke (Quebec) J1H 4X7
819 563-1909
1 866 563-1909

estrie@leucan.qc.ca

Leucan Région Québec

*(including Bas-Saint-Laurent/
Gaspésie/Îles-de-la-
Madeleine/Côte-Nord)*

2950A Laurier Blvd.
Quebec (Quebec) G1V 2M4
418 654-2136
1 877 606-2136

quebec@leucan.qc.ca

Leucan Saguenay- Lac-Saint-Jean

930 Jacques-Cartier St. East,
Suite C-707
Chicoutimi (Quebec)
G7H 7K9
418 602-3385

saguenay@leucan.qc.ca

Leucan Mauricie-et- Centre-du-Québec

919 Père-Daniel
Trois-Rivières (Quebec) G9A 2W9
819 379-1010
1 866 353-8226

mauricie@leucan.qc.ca

Leucan's Head Office Montréal-Laval

(including Nunavik)

5800 Saint-Denis St. Suite 505
Montreal (Quebec) H2S 3L5
514 731-3696
1 800 361-9643

info@leucan.qc.ca



CONSIGNEMENT FORM

School Name :

Contact Person :

Address :

City / Postal Code :

Telephone number :

Material	Unused material
Money boxes/laces	
Posters	

Material	Unused material
Flyers	
Deposit bags	

Please complete this form and include it with the money raised in your school (cheques, deposit bags or full money boxes).