



## Checklist – What to do and when to do it

### 1. Before: Be Prepared!

- Copy and distribute the [Letter to Parents](#) if youth are participating.
- Print and display [Go Deeper Posters](#).

### 2. Week one: Start strong!

- Introduce the project. See [Introduction Comments](#) page. Play **Video-Week 1**.
- Distribute disposable cups to which you've added a [1000 Wells Label](#).
- Ask for questions. Use the [FAQ's sheet](#).

### 3. Week two: Follow through! (This is a key to saving more lives through a successful project.)

- Remind participants of their important sacrifice. Use the [Introduction Comments](#) page.
- Print and distribute [Brochures](#).
- Ask them to bring in their cups and money next week.

### 4. Week three: Collect and celebrate!

- Have everyone empty their cups into a **bag** or **bucket**.
- Give each participant a ["1000 Wells" sticker](#) or choose another reward idea.

### 5. Wrapping it up: Remit and report!

- Count your funds. (Often group members help count and roll the coins.)
- Let your group know how much they raised.
- Mail a [remittance/feedback form](#) with your check (made out to Blood:Water Mission) to:

Blood:Water Mission  
PO Box 60381  
Nashville, TN  
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