

EXAM SURVIVAL BAGS

Clubs and teams are often looking for fundraising ideas that an AIC can support and use the collaboration of other clubs to continue to build awareness of the AIC mission. During semester-end exam weeks, some school clubs have sold goody bags to students (with parent support of purchase) to relieve the stress of exams. An AIC can take the opportunity to be the wholesaler of goody bags with products that remind students of integrity during exam week.

The following outline is designed to support a planning committee to successfully complete exam survival bags:

Topics	Tasks	Who Is Responsible	Time to Complete
Define objectives	Increase awareness of academic integrity issues during exam weeks		
Approval and partners	<ul style="list-style-type: none"> • Obtain school administration approval to market exam survival bags • If your AIC membership is small, solicit a collaborating club or team to administer the sale of bags—the collaborating club/team gets profits from its proportional sale of bags 		
What’s in the bag?	<p>An AIC subcommittee determines the items to be purchased for the exam survival bags and which vendor will imprint/label items with some message from the AIC, such as the AIC logo, AIC motto, the word “Integrity,” etc. The exam survival bags could include the following items:</p> <ul style="list-style-type: none"> • Bottled water • Nutrition bars • Pencils/pens • AIC wrist bracelet • School honor code/pledge printed on business card • Breath mints • Small package of tissues • Small bottle of hand sanitizer • White or school colors for survival bag (AIC logo/motto/ honor pledge printed on bag or label applied to bag) 		

(continued on next page)

(continued)

Topics	Tasks	Who Is Responsible	Time to Complete
Timeline	<ul style="list-style-type: none">• AIC member commitment to sell, or collaborating club/team commitment to sell• All sales orders and cash or checks delivered to designated person (school office?)• Sales promotion six to eight weeks prior to exams• Flyers/e-mails/robocalling to parents• Post info on the school website• Advertise in the local paper• Place posters in school• Sales conclude and items ordered five weeks before exams• Arrival and storage of items• Survival bag filling one week before exams• Delivery of survival bag orders during week of exams		
Closure of project	<ul style="list-style-type: none">• Distribution of receipts (profits to club/team that sells)• Locked storage and inventory of leftover items• Thank-you notes to donors and supporters		
Reflection/evaluation	<ul style="list-style-type: none">• Plan time for all project participants to reflect on the process and outcomes• Determine the date and chairperson for the next sale of exam survival bags		