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**PING PONG-A-THON**  
SCHOOL EVENT ORGANISER MANUAL

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## PLANNING A PING PONG-A-THON

The Ping Pong-A-Thon event is very flexible. This means the event can be adapted for your specific school community context. We suggest you speak directly with the team at Pong HQ in the initial stages of setting up your event. The two typical types of Pong events are outlined below. Elements of these events are interchangeable.

Before we outline our two main Event Options in greater detail, the story of two different school communities may be helpful in helping you get a picture of what your event could potentially look like.

### LOXTON HIGH SCHOOL

Loxton High School is a public secondary school (Year 8-12) in a town of 4,000 people in South Australia. Ben Grieger participated in a Pong event that was held in a church in Adelaide in 2014. In 2015 Ben moved to Loxton and started working as a teacher at the high school. Ben saw the potential in the event for his school community and sought permission from the school principal to go ahead with running a 24 hour event. Ben and the school leadership team made the decision not to run the event during class time so that students wouldn't miss out on their normal classes. Ben also thought that this would ensure those who participated really wanted to be there.

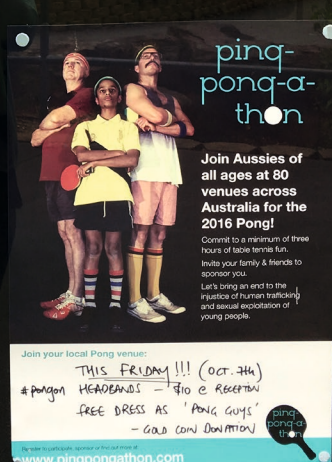
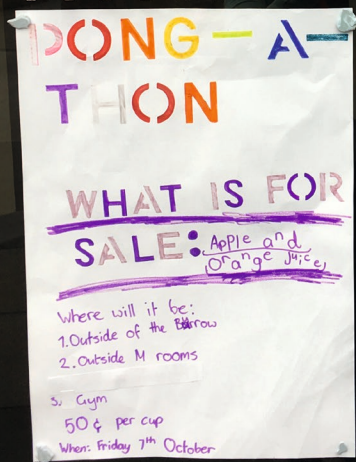
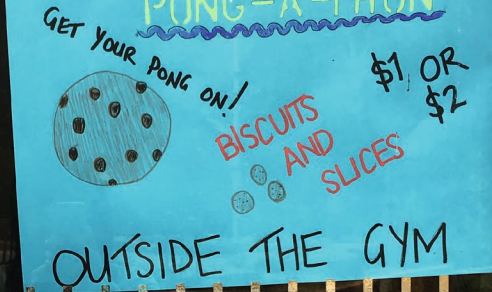
In October 2015, with the help of a couple of other teachers, Ben inspired 50 students to register online for a three hour timeslot and encouraged them to invite their family and friends to sponsor their efforts. The overnight period (midnight to 6am) was reserved for Year 12 students and staff only. As a school they raised \$5,000, a School Pong record.

In 2016/2017, the Loxton event grew significantly, with 100+ staff and students raising \$10,000 in 2016 and \$21,000 in 2017. Some of the funds raised came as a result of selling headbands/wristbands that the organising team got made at low cost. Even the school cleaners were sporting a Pong-style look on the day. Local media covered the event bringing greater publicity and enhancing the reputation of the school in the process.

The depth of engagement of staff and students at Loxton is largely attributed to Ben's influence and likeability in the school and his ability to inspire/motivate others to get involved and be a part of bringing change in the world. A computer lab/'Donation Station' in the venue is a key part of the Loxton event where staff and students spend significant time engaging family and friends for donations while the event is running. Ben and his wife Lauren started a second community event in their wider town to engage those outside of the school community in their region, (raising a further \$8,000 in 2017).

Read more of how Ben inspired staff and students to get involved on page 11.





## BELGRAVE HEIGHTS CHRISTIAN SCHOOL

Chaplain, Nick Crawley, at BHCS (a Christian K-12 school) organised their first Pong event in 2016. Their event started on Friday morning with different year levels engaging in the event a period at a time through the day. Year levels were exposed to issues of modern-day slavery in a way that was age-appropriate at the start of each session. The focus especially with younger students was all about 'kids helping kids'. For younger year levels there was no formal coverage of the issues other than some discussion about there being young people in the world who don't have the opportunities and freedom that young people in Australia have on a daily basis. The Grade 5/6 classes incorporated The Pong into curriculum in Term 2 and 3 leading into the event. These classes each decided (without being asked to do so) to undertake their own fundraising initiative for the school community on the day (one class selling drinks, another running a BBQ).

Belgrave focused heavily on the fun aspect of the event. Students and staff were encouraged to come to school in Pong-style Free Dress (gold coin donation to help with fundraising). Nick through a contact at a local Rebel Sport store got some Pong headbands made which the majority of students purchased (contributing to funds raised and a significant level of school camaraderie).

The majority of students did not register online as participants for the event as Nick felt it would be challenging to sign up 400+ students. Instead, homeroom class teachers registered and encouraged their students to use the class fundraising page to gather sponsors from family and friends. About three quarters of the school participated in the event during the school day. The after-school component of the event incorporated playing timeslots for families, dads and lads and Year 12 boys & staff. Fifteen male teachers undertook the overnight period, with a couple of families from the school coming in early Saturday morning for the last session. Nick arranged for an exhibition match in the early Friday evening session that featured Australia's #1 ranked male table tennis player. This added to the excitement of the event. The school raised \$5,000 in 2016. Nick says the impact and potential they saw in 2016 was the catalyst for prioritizing The Pong as a key event in their school community in 2017. A team of several staff planned for several months incorporating a Ladies High Tea and a Silent Auction into the event. Senior year levels of male students and male staff committed to The Pong Pledge (see pg 15 for more) which over time will shift culture within the wider community. The school community (parents & family members included) participated en masse and the school set a new Pong School record raising an incredible \$27,000.

## TWO SCHOOL PONG EVENT OPTIONS

Most School Pong events fall into two basic categories.

The **Full Pong event** has the advantages of deeper engagement, learnings, relationship and community building opportunities, education, reflection and impact but requires a greater engagement from the event organiser (participant registrations, longer time-frame, overnight/duty of care considerations, fundraising follow-up).

The **Mini Pong event** while likely to have a lower level of impact and engagement is less complex to organise (no individual registration or overnight component).

We suggest that school communities/event organisers with the capacity to undertake a Full Pong go with this option. A Mini-Pong can be a great way to introduce The Pong if your school has lower capacity or is small in size.

Both events are outlined in greater detail below. Please read all of the information that follows as there is crossover of content for both events. You have the flexibility to choose the best of both options for your event.

## FULL PONG EVENT

### LENGTH

Typically runs for 24 hours but flexible.

### TIMING

Typically, events begin at the start of the school day on a Friday morning and runs 24 hours until Saturday morning. Engagement throughout the school day involves class groups or Year levels participating for one period in length at a time. Once the school day finishes, the rest of the 24 hours is split up into timeslots (typically three hours in length but can be shorter times). These timeslots are led by students and staff who are wanting to engage in the event at a deeper level. For schools who don't want the event to impinge on classroom time, it is possible to start the event at the end of the school day on Friday afternoon and run through to Saturday afternoon.

### PARTICIPANTS

At most Pong In School events, staff and students are the only participants. Some venues choose to open up parts of their event to the wider school community (i.e. families of students or past students). Some venues wind up the 24 hours of the event with a community meal (i.e. BBQ or Breakfast depending on timing), to which they invite the wider school community (including family members of those who have participated throughout the course of the event). This can be a celebration of what has been achieved during the event and an opportunity for the school to build relationships and a deeper sense of community.

The 2016 Belgrave Heights Christian School event ran special themed sessions (e.g. 'Dads & Lads' Friday night timeslot and a Saturday morning 'Family' session).

## FUNDRAISING

**Schools maximise fundraising when event organisers and their team of helpers go to the effort of getting all event participants registered individually at [www.pingpongathon.com](http://www.pingpongathon.com).** Upon sign-up, each participant receives access to an online fundraising page that they can personalise. Participants use this tool to invite family and friends (via social media, email, text or a face-to-face ask) to sponsor their participation in the event. This has proven to be the most effective way to fundraise. Participants are not simply making a personal donation or asking their parents for one, but can invite a wider network of people (grandma/grandpa, aunties/uncles, family friends, parents or people from their church, sporting club or other community groups they belong to) to sponsor their efforts. The more fundraising that takes place via credit card online, the less time and energy is required for the handling of cash donations. This makes the event organisers job far simpler and decreases the admin hours required at Pong HQ for receipting of donations.

With a standard Pong In Schools event, the peer-to-peer approach (online fundraising page outlined above) can be used in conjunction with other fundraising initiatives on the day of the event or in the week of the event. These may include:



Pong-Style Free Dress Day (think 80's Retro Clothing) with gold coin donation.



Sale of Pong-branded headbands.



BBQ/Drinks/Canteen available throughout the event, with supplies from local businesses at no cost as a donation/sponsorship.



Class-Led Initiatives – Classes or year levels create their own fundraising initiative, (E.g. organising a BBQ, making and selling smoothies/spiders on the day of or in the week leading into the event.



Fundraising ideas are limitless. Tap into the creativity and skills that staff and students already possess.

## MINI PONG EVENT

### LENGTH

A Mini Pong is typically the length of a school day (i.e. 6-8 hours). It can range in length anywhere from 3-12 hours.

### TIMING

A Mini Pong normally runs on a Friday in October with class groups or year levels engaging for a period of the school day at a time. For schools that don't want the event to impinge on class-time, an event can be run at the close of the school day.



## PARTICIPANTS

Participants are typically only staff and students from the school. Whilst there is flexibility to invite family members of students and the wider community please ensure that the appropriate consideration is taken regarding child safety and school policy is adhered to at all times.

## FUNDRAISING

The main difference between a Full Pong and a Mini Pong by way of fundraising is that a Mini Pong usually does not encourage individual student and staff online registration. Classroom/Homerooms create an on-line fundraising page that they encourage their class to use to invite family/friends to sponsor their efforts.

Additional fundraising activities (Free Dress Day, BBQ/Drinks/Canteen etc) can also be utilised.

## THE IMPORTANCE OF A TEAM

An event organiser can be any person with passion and dedication to see a PPAT event run in their school community. While many of our strongest events are run by individuals **we encourage the building of a small team of staff and student helpers** with a range of talents/experience including:

- Event-management, leadership and organisational skills,
- A passion for justice or community,
- Social Media & Promotion skills, and
- Perseverance & creativity (for when things don't go to plan).

## VENUE

Venue is central to the PPAT event. While school events almost always take place on school grounds, please consider the following factors when choosing your venue.

### ACCESSIBLE/CENTRAL

Access for more than 24 hours (set-up, pack-down), security and overnight noise may be factors you need to consider with a 24-hour event. A central well-trafficked area is a big plus if running throughout the school day.

### SIZE

Each Pong event varies in size depending on the number of participants. Please consider the number of tables you have available and the number of students you plan to have participating in each timeslot.

A small school may simply run one or two tables with small numbers of students covering a playing timeslot at a time. Such an event doesn't require a huge auditorium or a lot of table tennis equipment. Adding additional tables (dependent on having more participants) can add to the excitement of the event. The Pong is about keeping at least one table running for the whole event. Certain timeslots may attract more participants at which times you can add additional tables.

Consider a venue that offers flexibility and remember, it is easier to create a great 'vibe' in a smaller space than one that is too large and has too many tables for the number of participants.

## EQUIPMENT

The basic equipment you will need at the venue to run the event includes:

- Large TV or projector to play the Welcome to Venue clip
- Computer that can be linked to the projector/TV (with audio)
- PA/Sound system with microphone
- Kitchen or access to a hydration station
- Toilet facilities
- Whiteboard
- Comfortable chairs/couch/bean bags where participants can rest
- A first aid kit and someone with relevant first aid qualification available to treat any injuries
- Registration table and chairs
- Table tennis tables, nets, paddles and balls
- Someone with the ability to capture high quality photos (and/or video) and social media engagement skills.

## INSURANCE

Ensure your event venue has appropriate insurance and public liability coverage for all participants in the unlikely possibility of an injury or incident occurring at a Pong event.

## AVAILABILITY

Please factor in a minimum of 2-3 hours for set up and 1-2 hours for pack up/cleaning at the end of the event, (add more time for pick-up/transport of table tennis tables). Ensure your team has time to rest between set up and the first serve. Plan to have lots of helpers available for set-up and clean up. Have a plan as to how your venue will look before you arrive for set-up.

## VENUE HIRE

Find a venue that is free of charge or is willing to waive any hire fees.



## TOOLS/RESOURCES

Our aim is to provide event organisers with everything they need to run a successful event. After registering an event at [www.pingpongathon.com](http://www.pingpongathon.com) Event Organisers will be provided with access to The Pong Event Organiser Resources Folder on Google Drive. You will also be sent print promo materials and access to the resources in our Event Organisers Resources Folder on Google Drive.

### ORGANISER FACEBOOK GROUP

Please request permission to join the Pong event organiser group on Facebook, (search for 'Ping Pong-A-Thon Event Organisers' or email us with your Facebook address to be added). This is an informal community where event organisers encourage each other, ask questions and share ideas in the lead up to and during the campaign.

## RECRUITING PARTICIPANTS

### PARENTAL PERMISSION

Due to the subject nature of the event we advise parental discretion for young participants. We suggest schools gain the consent of a parent/guardian for all students participating in the event and take all necessary steps to ensure a safe and positive environment for all participants, (as per the Child Protection and Safety Policy of your school).

### INDIVIDUAL OR CLASS REGISTRATIONS

Your approach with recruiting participants will depend largely on what type of Pong event you are going to run and what approach you are taking with fundraising. Inviting students/staff to sign up online as individuals will maximise your capacity to raise more funds but can be time consuming. If you are running a shorter event but don't plan to have participants register individually, you may encourage each home room teacher to register online at [www.pingpongathon.com](http://www.pingpongathon.com) and encourage the students in that class to fundraise via the team fundraising page. Alternatively you might consider creating a fundraising page for each Year/Grade level in the school. **Decide in advance** what approach you will take and give students clear instructions as to whether they should register online individually or utilise a classroom/year level registration page for fundraising.





## REGISTRATION

The registration process for participants is relatively simple. We provide a secure online registration portal allowing people to sign up, select their playing venue and playing time slot/s and start fundraising. The central registration also allows event organizers to monitor fundraising and rostering for each event.

### FUNDRAISING PAGE

An online fundraising page will be automatically created for every Pong participant (or class) upon registering. Participants/classes can personalise their fundraising pages with a photo and sponsorship message and a fundraising target. The secure online donation facilities allow participants to use their social media networks to seek sponsorship from their family and friends.

### TEAM PONG EMAILS

All registered participants will receive a welcome email from Pong HQ and a weekly email in the lead up to the event which provides inspiration and resources to encourage participants in their fundraising efforts.

## ROSTERING

As a participant registers, their preferred playing time will be shown on your event page. This allows event organizers to see who has registered for each playing slot and how busy each timeslot will be.

Please note: Participants need to know what time they will play when registering online. Event organizers can make it easier for people to register by having a tablet computer or laptop available when approaching participants.

Occasionally it is not possible to cover a timeslot for the event despite best efforts. Unfilled time slots often get filled in the last days before the event but if a timeslot cannot be covered the event should still go ahead with the event shutting down for that timeslot.

The 'graveyard shift' (overnight period) may seem like the most challenging period to find participants but many event organizers have successfully overcome this by inviting a group of older students or staff to cover an overnight six-hour period. Promoting this as a challenge tends to get young people to respond rise to the occasion, especially when you have key leaders primed to encourage others.

## RECRUITMENT STRATEGY

### PERSONAL IS BEST

We cannot stress this enough: **the most effective way to get a participant to commit to signing up is to ask face-to-face.**

With this in mind, identify key people of varying ages in your school who others naturally follow, i.e. people of influence. Share the vision of The Pong with them, (use the promo clip or other resources on the The Pong website). Get them registered and invite them to be part of the core team to get others in their networks signed up.

Brainstorm together how you as a team could get others involved. Place The Pong promotional material in the hands of your team. Don't try to do it all yourself!

With a handful of key people signed up and pumped about the event, encourage them to recruit others. Encourage them to utilise promo material, website and social media as well as directly asking those in their networks to participate.

## EVENT LAUNCH

An event launch is the best way to reach a wide audience and spark interest. Here are some ideas for what to do to launch the event during a school assembly:

- Show the PPAT promo clip,
- Have a handful of influential staff and students (who you've already gotten signed up) share with the school why they are getting involved,
- Invite participants to express their interest immediately after any promotional spot
- Set up a sign-up booth where people can register on the spot on a tablet or laptop via The Pong website. Alternatively create a Sign-Up poster that can be placed around the school.

Build momentum by repeating the invitation and don't forget that personal is always best. Some people need a push to get committed. If your event is engaging the wider school community encourage students to invite their family members to play in the event with them. Refer to The Pong Timeline (Appendix) for an indication of the best time to launch the campaign and start recruitment/sign-ups.



## LAUNCH & PROMO TIPS (LOXTON EVENT)

Here's what worked for Loxton organiser Ben Grieger:

- Establish a group of supportive staff and students to train up as part of an organising crew.
- Do a big Pong event launch at a school assembly. We really try to capture the heart of The Pong here (the severity of the issue — how bad it is — some stats, etc), and then talk about how we can help. We try to have a dual focus — 50% really serious/hard-hitting/emotive and 50% super positive and fun. We feel this represents what The Pong is all about. At the end of the assembly item I ask for all interested students to stand up if they are keen to participate and take a stand for this issue. I then invite them to put their names on the sign-up poster immediately following the assembly, (strike while the iron is hot). This usually results in a pretty big uptake.
- I really smash the promotion of the sign-up poster over the next week or so to get as many names as possible. This gives our team a list of people we can chase up later.
- We have a big Online Registration day that we really pump up with advertising and student notices where we open up a couple computer labs and have staff and student helpers (who have been trained), helping participants register online. We try to get music cranking at these and also have students walking the school yard encouraging people to come in and officially register. It is at this time that we give out school permission slips.
- We have one or two more lunchtime sign-up sessions in computer labs and find this works well. It's at this time our team chase up students who put their names down on the initial sign-up poster but who are yet to register online.

NOTE: Loxton run a 24 hour event and encourage all staff and students participating to sign up individually.

## SOCIAL MEDIA

Pong HQ will make available to you social media content to help you promote the event. If social media is not your strength, please invite someone to join your team to assist you in this area. These resources will be available in your Event Organiser Resource Kit.

The PPAT Facebook page is regularly updated with info and inspiring stories for you and your participants. We also use social media engagement to provide fundraising updates and distribute promotional material. Event organisers are encouraged to utilise social media wherever possible to promote the event. Online 'buzz' plays a large role in fundraising around the 24 hours of each Pong event with about half the funds raised typically being raised while the event is taking place.





Some event organisers create a local Facebook event page for their event and encourage participants to invite others from their networks to the page. We encourage this if you will find it helpful but ask that you prompt your network to connect with The Pong's main Facebook page also.

## FUNDRAISING

One of the primary goals of The Pong is to raise funds for several partner organisations in India, Thailand, Cambodia and The Philippines engaged in the prevention and aftercare of young people who have been significantly impacted by human trafficking and/or sexual exploitation.

As the event draws closer, the event organiser and their team, continue promoting and recruiting participants, but their focus also shifts to encouraging participants to fundraise and advocate. Early registration will help you and your participants to focus on fundraising over a longer period and maximise your efforts. Some people will make a last-minute decision to participate and have limited opportunity to raise funds but they can still register at the event and make an effort to gather sponsors while at the event.

Participants will find that different sponsor-gathering methods work best for their individual personalities. Some charismatic 'people-person' types are confident in asking everyone they know to sponsor them, others are too shy to make a direct ask face-to-face and so prefer to do all of their asking via email/ social media. Encourage people to try different approaches that work for them, including:

-  Talking to their family, friends and work colleagues about why they are participating using the sponsor cards provided.
-  Linking family, friends and work colleagues to their personal fundraising page via a direct email in the lead up to the event or via a text while playing at the event.
-  Engaging social media networks with their motivations and a link to their fundraising page.
-  Seeking other creative ways to spread The Pong message with friends or colleagues. One event organiser last year put out the challenge to his network that he would shave his head if he reached \$1,000 in sponsors as a way to motivate people to give. Often our event organisers set the standard and are typically among our largest fundraisers!

For venues that are not encouraging registrations at their event, please encourage your community to come up with and engage in other fundraising initiatives (as previously mentioned on pages 6–7).

**Please encourage all participants to utilise the Participant Fundraising Guide for fundraising ideas and strategies.**



## GIVING OPTIONS

Online fundraising is by far and away the most effective method for most participants. Please encourage participants to seek online donations wherever possible. When someone gives via the Ping Pong-A-Thon website, they receive an automated receipt and handling/banking of cash and processing of cash donations is minimised. This significantly decrease the time/resources required at Pong HQ to manually process receipts, (allowing us to keep costs low and focus our attention on supporting you to run great events!). Cash, cheque and direct debit options should only be used where an online credit card option is not available.

Please note: Donations are tax deductible in Australia and the USA. The means we are legally required to provide a receipt to anyone who makes a donation, unless they do not want a receipt. We can only do this when we are provided with the details of the donor (name, email address, amount of the donation, etc). Participants collecting cash donations must use the cash donations form to collect this information.

## SAFETY

Ping Pong-A-Thon is committed to being a safe organisation for children. To protect young people engaging in our events as well as our Event Organisers, venues should be supervised at all times and all reasonable measures taken to reduce risk at your events.

In light of this, all event organisers should complete the PPAT Risk Assessment Form in the weeks leading into their event running. This form will help you to consider how you can make your event safe and enjoyable for all participants.

Ping Pong-A-Thon strives for best practice in all aspects of its operation and highly encourages all organisers to hold a valid Working with Children card (or state equivalent) and advises all events to have a sign-in/out sheet at the venue for all persons in the case of an emergency or incident of any nature.

## GOING DEEPER

There are numerous ways in which The Pong can be incorporated into your school curriculum. These will largely be only limited by space in the curriculum and the willingness of subject teachers to be creative, flexible and to see the opportunity The Pong provides the school with powerful learning opportunities. Here are a few ideas to get you started.

### THE PONG PLEDGE

In 2014, Jeff Andrews from the organisation Ignite: Sport, Dance, Life introduced The Pong to a school community for the first time. Keysborough Secondary College is a public secondary school in Melbourne's south-eastern suburbs. The school is in a low socio-economic area with a high proportion of students coming from families who migrated to Australia quite recently.

The KSC event has been run as a fairly standard Pong event (running 24 hours starting Friday morning, class groups from specific year levels coming through during the school day and more interested partici-

pants signing up to play in the after school/overnights sessions). What hasn't been typical is the way Jeff and other chaplains in the school have used the event to challenge male students with regards to their attitudes and behavior to girls and women. Jeff created 'The Pong Pledge' for the 2014 event.

A number of young men privately committed to treat girls and women in their lives with dignity, value and respect and asked their mates to keep them accountable when they get that wrong. The impact for several of these students was profound. In 2015, Jeff decided to up the ante, creating a big version of the pledge, laminating it and challenging male students to join him in making a public (permanent-marker). Forty students signed the pledge knowing that it would be displayed prominently in the school as a reminder to them and the wider school community of their commitment.

The Pong Pledge flows out of the idea that at the heart of the issue of human trafficking is a question as to how people are valued. The vast majority of students when hearing about the issue of trafficking and exploitation are horrified that people can be bought and sold in our world.

But when you break down the issue to a question of how we value people, the issue has the potential to become personal. Questions like, 'Is it ever ok to use someone for your own benefit or gain?' or 'Is every person worthy of being treated with dignity, value & respect?' help students start to think about the way they value/de-value people in their own lives, (their girlfriend/boyfriend, their parents, their teachers, unknown people they may be viewing in pornography, etc, etc).

The Pong creates a foundation for important, culture-shifting, attitude-shaping discussion with individual students or whole classrooms.

Please utilise and/or adapt The Pong Pledge (in the Pong Event Organisers Resources Folder on Google Drive) for your school context and let us know the impact it has in your community.



## CLASS ROOM ENGAGEMENT

### HOME ROOM

Homeroom classes are the obvious place where teachers can identify whether individual students or their whole class are especially passionate about engaging at a deeper level.

Ask students whether they would like to undertake a class-wide fundraising initiative.

Homeroom may be the place to introduce The Pong Pledge (see page 15 for more on this).

Homeroom may also be the place to get students to sign-up/register to participate, (with on-the-spot registrations).

Motivated teachers can assist/encourage their classes fundraising efforts, highlight individual students who are making a special effort and encourage their class towards a specific fundraising goal.

Brick Hold Exercise – Some children/young people who are exploited for labour purposes are forced to carry up to twice their body weight in bricks (on platforms on top of their heads) as their primary work task all day every day. While we don't recommend you do this with students, you can give students an understanding of the hardship other young people suffer by showing them what twice their body weight in bricks looks like or feels like. Using a wheelbarrow might be a good way to do this – it will give students an understanding of the weight while being safer to lift, etc. Please be very careful with such an activity ensuring adequate supervision.

### HUMANITIES/SOCIAL STUDIES CLASS

The possibilities for engagement in this field are endless. Possible classroom engagement could include:

- A study of slavery, (past and present),
- A study of the living conditions of other young people in the world who are impacted by poverty and a lack of basic resources/services.
- A study of the media with regard to how it values/devalues people. This could include discussion on the media's portrayal of men/women (e.g. how does the portrayal of girls and women by the media reinforce attitudes and behaviours that are at the heart of trafficking and exploitation?). This area of study can incorporate discussion/engagement on the issue of pornography, (often directly connected to the exploitation of others), domestic violence and what it means to value others. The Pong Pledge can be introduced/ utilised here.

Please see The Pong Classroom Resources List (page 21) for useful links/content.

### ART/MEDIA/DESIGN CLASS

Encourage the art faculty to engage students on the issue of 'Slavery & Freedom' in the weeks leading up your event. Artwork could be exhibited at the Ping Pong-A-Thon venue throughout the event as a way of showcasing students talents and provoking a deeper engagement of participants at the event. If the quality of artwork is of a high standard, ask students if they would be prepared to offer their work for sale to add to fundraising efforts.

## BUSINESS STUDIES/ECONOMICS

Teachers can focus discussion in Business/Economics classes around the economics of the slave trade, (past and present).

Studies could include the study of supply chains, with a practical focus of examining the supply chain of products within the school, (i.e. school uniforms, coffee in the staff room/canteen, toilet paper and sport materials). The practical out-working could be student-led change to become a slavery-free school (i.e. a commitment to source ethically-produced goods, etc).

Use The Pong as an opportunity to encourage students to prepare a business plan for their own class fundraising initiative or the wider school Pong campaign. This provides an opportunity for real-world entrepreneurial experience for students.

## KIDS HELPING KIDS

The Pong's strategy for engaging younger students revolves around the theme or idea of 'Kids Helping Kids'. It is important students are not overwhelmed by the poverty and experience of other young people in the world but are made aware of what life is like for other children in the world.

We encourage teachers to use discretion when engaging with young students on these issues. A focus on issues of labour exploitation is encouraged for younger students, as this is more suitable than exposure regarding trafficking or exploitation for sexual purposes. The Pong support a labour exploitation focused project through International Justice Mission Australia. This project supports the rescue and rehabilitation of children and teenagers who are working in brick kilns/factories in South East Asia. A clip that highlights the work of this project is included in our resource list.

Many of the items on the Classroom Resources list are suitable or adaptable for Grade 4-Grade 6 students. We encourage only limited exposure of the issues to much younger students.



## PING PONG-A-THON TIMELINE

You may find it helpful to print out and cross off things as you complete them.



### 6 MONTHS BEFORE THE EVENT

Engage in initial discussions with your school community leadership team about the possibility of hosting an event.

Communicate vision with key staff and students. Identify those who can work with you to make the event a success.

Contact The Pong Team about hosting an event.

Choose a date for the event and lock it into the school's calendar. Consider Year 12 exams, school holidays and any late in the year activities that may clash.



### 4–5 MONTHS BEFORE THE EVENT

Finalise the date and venue, book the venue and register your event online at the Ping Pong-A-Thon website.

Read the Event Organiser Manual. Learn what is involved in running the event and start planning your strategy.



### 3–4 MONTHS BEFORE THE EVENT

If you are going to engage certain year levels/grades on the issues in class, engage with the relevant teachers and discuss what would be the most effective strategy/approach and assist with lesson planning.



### 2–3 MONTHS BEFORE THE EVENT

Distribute PPAT promotional material (received from Pong HQ) to key staff and student leaders.

Play The Pong Promo Clip at an assembly and let students know when the event is taking place and what it's about.

Seek permission for further promotional spots in school assemblies next month.

Invite a well organised/admin savvy person to assist you in your organising of the event.

Begin in-class engagement. Invite students or class groups who show an interest to consider special fundraising initiatives.



### 2 MONTHS BEFORE THE EVENT

Source table tennis equipment for the event. Ask your local sporting goods retailer to sponsor the event with the provision of nets, paddles, and balls.

Prepare event participation parental permission forms and Free Dress Day information.

Support teachers who are engaging with students on the issues in their classrooms.

Assemble and train a group of student/staff helpers to be able to assist students in the sign up process during the your event Sign-Up day in the following weeks.

## **4–6 WEEKS BEFORE THE EVENT**

Hold an Event Launch/ Sign-Up day. Use an expression of interest poster for students to indicate their interest in participating. See Event Launch Tips on page 12 for more.

Encourage participants to gather sponsors and highlight excellent fundraising efforts undertaken by staff/students.

Re-read the 'PPAT Venue Set-Up & Execution' PDF.

Make a list of any equipment you need to source or people you need to help you organise/run different aspects of the actual event.

Send relevant permission slips and notification of Free Dress Day.

## **2–3 WEEKS BEFORE THE EVENT**

Continue to recruit and encourage staff and students to both play at the event and fundraise.

Hold one or two additional sign up sessions during lunchtimes to help additional students sign up and to give fundraising tips.

Continue promo spots with a dual emphasis on recruiting participants and encouraging fundraising. Ask participants who are doing well in getting sponsors to share with others how they're going about it — what is working for them. Keep an eye on the PPAT facebook page for stories like this that you can share with your community.

Follow up with people who have agreed to loan table tennis equipment and organise a suitable time to pick up the equipment

Encourage the efforts of any classes or year level groups who are putting on additional fundraising initiatives (e.g. BBQ, etc).

## **1–2 WEEKS BEFORE THE EVENT**

Many people will sign up this week and do the bulk of their fundraising from this point. Keep promoting the event, recruiting and encouraging participants to gather sponsors.

Re-read the 'PPAT Venue Set-Up & Execution' PDF.

Make a shopping list that might include:

- Table tennis nets, paddles and balls
- Tea, coffee, milk, drinks and basic snacks
- Food for meals, (if you decide to provide any meals)
- Garbage bags, blue tack, white board markers (source whatever you can without costs where possible).

Arrange a time to access the venue, (pick up keys, etc).

Ensure you have a well-stocked first aid kit and someone qualified available to provide medical attention during the event.

Print the relevant Event PDFs from your Google Drive folder (i.e. Hall of Fame records, Pong Stories, Social Media Messages, Cash Record Master Sheet, Minors Participation Policy/Sign-in, etc).

Send a reminder of Pong-Style Free Dress Day with Gold-Coin donation.

Test-run the 'Welcome to Venue' clip that you will play to participants at the start of each new timeslot, (available in Google Drive in the weeks leading into the campaign).



## 1-2 DAYS BEFORE THE EVENT

Do one last promo spot a few days before the event. Play an appropriate clip from The Pong website that moves staff and students hearts.

Shop for everything on your shopping list.

Ensure the table tennis tables and equipment have been moved to the venue.

Contact your event helpers to confirm what time they are needed and what they are responsible for.

If you have access to the venue, set up the space, (you never know what emergencies might crop up on the day of the event that might require your attention!).

Test the PA and projector/computer to ensure the film that will be played to participants can be seen and heard!

Please refer to the 'PPAT Venue Set-Up & Execution' PDF for instructions on set-up and running of the event.

Get some rest!



## THE DAY OF THE EVENT

Refer to 'Ping Pong-A-Thon: Set-Up & Event Execution PDF.



## POST-EVENT

Refer to 'Ping Pong-A-Thon: Set-Up & Event Execution PDF.

## CLASSROOM RESOURCES LIST

While we don't currently provide our own curriculum on issues of human trafficking, slavery and exploitation we have created a list of possible tools/resources that can be utilised as a starting point for classroom engagement. We would love to see this list grow and may at some stage develop our own content. Please let us know if you find a great resource that works well at your event so other chaplains and teachers can utilise them.

Please note: Some resources have out of date statistics. Encourage students not to get hung up on difference in statistics but keep them focused on the issues. Not all resources are suitable for use by all age groups or have been developed with students in mind. Please consider carefully whether a resource is suitable for your students.

**The Pong Pledge** — available in the Pong Event Organiser Resources Folder on Google Drive

### **Ping Pong-A-Thon Partner Information & Clips**

Visit [www.pingpongathon.com](http://www.pingpongathon.com) and The Pong Event Organiser Resources Folder on Google Drive.

**Pong Partner 'IJM Australia' - Labour Exploitation clip:** <https://www.youtube.com/watch?v=bZdWKxLCYQw>

**Pong Partner 'The Freedom Story' – Where I Belong clip** <https://vimeo.com/193951625>

**Stop The Traffik Australia's Lesson Plans X2** <http://bit.ly/2rrlTM2>

**Stop The Traffik UK's UN-approved and UK-slanted lesson plans** <http://www.stophetraffik.org/uk/page/schools>

**Slavery Footprint** (Interactive exercise) <http://slaveryfootprint.org>

**The Global Slavery Index (2016).** Comprehensive report on Modern Slavery. Great resource for country projects/assignments. <https://www.globalslaveryindex.org/findings/>

**Global Rich List** [www.globalrichlist.com](http://www.globalrichlist.com)

**CNN Resources Page** (large range of clips) <http://edition.cnn.com/specials/world/freedom-project>

**Products of Slavery & Child Labour** <http://bit.ly/2rx8Eh>

**Products of Slavery Interactive Website** <https://productsofslavery.org/>

**Films/Docos List** <http://www.antislavery.org.au/resources/films-and-documentaries.html> — Please note: Not all films/docos may be suitable for the age/maturity level of students.

### **Change up the staff room coffee to an ethical product**

<http://guide.ethical.org.au/guide/browse/guide/?type=10>

### **Help students examine their favourite clothing brands**

<https://baptistworldaid.org.au/resources/2017-ethical-fashion-guide/>

### **Help students examine their consumer choices for technology**

<https://baptistworldaid.org.au/resources/ethical-electronics-guide/>

### **Empower students to change your schools sporting equipment to be exploitation-free**

<http://etiko.com.au/sporting/balls/>

### **Excellent Fact Sheets on Child Slavery & Modern Slavery**

<https://www.antislavery.org/reports-and-resources/>

### **List of Lesson Plans, Films & Other Resources for Educators**

<http://bit.ly/2qOaKry>

### **Fair's Fair – Curriculum for 9-14 year olds examining the sports manufacture industry**

[https://www.teachers.org.uk/files/tuc\\_fairs\\_fair\\_booklet.pdf](https://www.teachers.org.uk/files/tuc_fairs_fair_booklet.pdf)



[www.pingpongathon.com](http://www.pingpongathon.com)

serve up some justice

Facebook: PingPongATHon



# Loxton High School

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27th September 2016

Dear Players, Parents/Caregivers

We are currently preparing to host another Pingpongathon tournament in October and we would love you to be a part of it! The Pingpongathon is a 24-hour table tennis marathon designed to raise money and awareness to help end human trafficking and sexual exploitation in South East Asia.

Traditionally this has been a boys/men only event, however we are pleased to announce that this year we are opening the event to male and female students (along with their parents/care givers!) as well. We will be running two separate events on the same weekend—one for boys and one for girls. In both events, participants are encouraged to take part for three or six hours and seek sponsorship for their participation.

Last year we raised more than \$6000 as a school and this year we are looking to at least double that. We were also part of a national team that collectively raised over \$200, 000 that went directly towards helping stop human trafficking and the exploitation of children around the world.

The Pingpongathon is a fantastic event that is incredibly enjoyable and rewarding. It is also a great way of encouraging students to do something worthwhile for others whilst engaging in issues of social justice.

The Pingpongathon will be staffed by approximately 20 LHS staff, who will also be participating in the event.

### **Event Details**

**When:** Friday, 21st October 2016 (Term 4 Week 1) starting at 6.00pm until Saturday 22nd October 6.00pm. (participants can participate for three or six hours)

**Where:** The boys' event will be held in the gym, while the girls' event will be held in the theatre.

**Food:** Participants are encouraged to eat before the event, however, they can also bring snacks if they like.

For more information regarding the event please contact \_\_\_\_\_ or have a look at the Pingpongathon website: [www.pingpongathon.com](http://www.pingpongathon.com)

Please return the attached permission slip, along with relevant participation details asap.

Yours sincerely

**BEN GRIEGER**  
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**JOHN TIVER**  
PRINCIPAL

