

Preliminary Meeting

INTRODUCTIONS

WHY WE'RE HERE

OUR INTEREST

WHAT IS A JOG-A-THON?

A successful jog-a-thon can promote physical activity, raise money, build school spirit, and increase student participation. Reducing the frequency of unhealthy school fundraisers has the potential to positively impact improvements in childrens' health and healthy fundraisers may have the power to communicate positive messaging on health and wellness while also meeting schools' financial needs. While relatively simple to organize, jogathons can be highly profitable, partially because schools are able to keep 100% of the profits when the event is organized in house

Jog-a-thon - Overview of Required Activities

Administrative and Volunteer Support Assessment

Budget Assessment

Location Assessment

Safety Assessment

Staff, Faculty, and PTA Engagement and Communication

Event Planning

RESPONSES/COMMENTS

FINAL COMMENTS

NEXT STEPS

First Official Planning Committee Meeting

INTRODUCTIONS

- Who are you? What is your connection to the school? What past experience do you have with jog-a-thons?

REVIEW

- What is a jog-a-thon?
- How will a jog-a-thon benefit your school and students?
- Past jog-a-thons (if applicable)

EVENT PLANNING

- Goals**: What are the goals of this event?
- Format**: To meet our goals, what should the event itinerary look like? How will donations be collected?
- Materials**: What materials are needed to make this event happen? (cones, tables, balloons)
- Timing**: What time of the school year? What day of the week? Running schedule for each class?
- Promotions**: How will we promote this event? (to parents, students, & local sponsors) What will be the prizes?
- Attendees**: How many students can we get to participate? How many parents should we expect to attend?
- Location**: Where should we hold this event?
- Volunteers**: What tasks will the volunteers perform? Who will create the volunteer schedule?
- Follow-up on event**: What type of follow-up will there be after the event?
- Follow-up with participants**: Should we collect surveys during the event from both parents and students?

Closing Notes

- Review of Action Items from this meeting - Anything missing from the list?
- Next Meeting - When should we have our meeting to review progress on action items?

Second Planning Committee Meeting

Agenda Items:

- Timing & Location
- Materials
- Promotion Planning
- Volunteer Roles

Timing & Location

- WHEN: _____
- WHERE: _____
- Location Details:
 - Length of time available
 - Safety assessment
 - Table and chair set up

Materials

- Order large or personalized items such as T-shirts, banners, gifts with logos, etc.
- Secure tables, audio equipment, umbrellas/tents, etc.
- Secure items to outline route (cones, balloons, rope, etc.)
- Order small prizes for students
- If applicable, finalize how student laps will be measured

Promotion Planning

- Finalize how you will collect donations
 - Online
 - Cash
- Create marketing materials
 - Donation request forms
 - Information flyers
- Plan kick off event
 - Book auditorium if necessary
 - Select speaker and organize audiovisual requirements
 - Print parent volunteer forms, donation request forms, and information flyers
- Contact business/community partners about donation

Volunteer Roles

- Assign leadership roles to faculty, staff, and parent volunteers

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