

Checklist Roles and Responsibilities

Principal/ Administration Readiness Assessment	
Key administration (e.g. Principal) supports healthy fundraising.	
Key administration will enforce District Wellness Policy	
Key administration supports providing a small fund for the prizes of earning participants.	
Key administration will participate in the creation and approval of event locations.	
Key administration will support the creation of a Jogathon Committee.	
Key administration will attend all kickoff events/ pep rallies/ assemblies prior to event.	
Key administration will attend jogathon event and support student participants	
Key administration will participate in the top prize for the top earner(s) (e.g. take a pie to the face or get silly stringed).	

Jogathon Committee	
Selected Chairperson	
Selected Treasurer	
Selected Marketing and Promotions Officer	
Selected Health and Safety Officer	
Selected Volunteer Coordinator	

Chairperson/ Team manager

Will advocate for student wellness and make fundraising and financial decisions with school wellness in mind	
Is willing to organize meetings, manage agenda, lead discussions	
Act as liaison between Jogathon Committee and faculty/staff	
Oversee committee and ensure success of jogathon	
Experience organizing events/ managing people	
Is supported by committee members and will support committee members.	

Treasurer	
Experience in accounting, money management, etc	
Create pledge forms, collect and log donations	
Create budget, ensure that Jogathon committee sticks to budget	
Applies for donations from businesses; acts as liaison to businesses	
Is willing to take on another role if necessary	

Marketing and Promotions Officer	
Experience in marketing or promoting events/ products	
Computer skills; able to create and disseminate marketing material (Photoshop, Word, Canva, social media/website)	
Ensure that marketing material contains all necessary information for participants	
Plan/oversee kickstarting events, school announcements, etc	
Enthusiastic with great interpersonal skills, and clear communication	

Health and Safety Officer

Ensure students have access to healthy snacks and beverages	
Ensure course is safe, map out for distance	
Ensure that rainy day course option is safe and available	
Liaison between health officers/first responders (i.e. school nurses, EMT etc) and school	
Ensure that jogathon complies with district regulations and is otherwise compliant with other city regulations (noise, temperature, etc)	

Volunteer Coordinator	
Experience managing people or coordinating volunteers	
Market to and acquire day-of parent volunteers	
Schedule volunteers and effectively delegate tasks.	
Ensure parent volunteers are checked into the school, have name tags, have a place to store personal items, have parking and know their role during the jogathon	
Communicate thanks to volunteers after event	