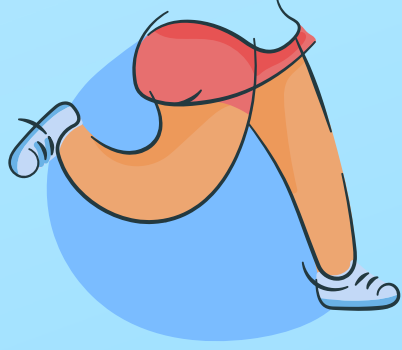


JOG-A-THON TIMELINE



3+ MONTHS BEFORE

- COMPLETE INITIAL ASSESSMENT FOR JOG-A-THON READINESS
 - PRINCIPAL AND FACULTY SUPPORT
- ASSEMBLE JOG-A-THON COMMITTEE
- LOCATION ASSESSMENT
- BUDGET ASSESSMENT
- PRESENT FUNDRAISER TO FACULTY, AND PARENT VOLUNTEERS (PTA)
- ADD EVENT TO SCHOOL CALENDARCONTACT BUSINESS/COMMUNITY PARTNERS ABOUT DONATION

1-2 MONTHS BEFORE

- ORDER LARGE OR PERSONALIZED ITEMS SUCH AS T-SHIRTS, BANNERS, GIFTS WITH LOGOS, ETC.
- SECURE TABLES, AUDIO EQUIPMENT, UMBRELLAS/TENTS, ETC.
- ORDER SMALL PRIZES FOR STUDENTSIF APPLICABLE, FINALIZE HOW STUDENT LAPS WILL BE MEASURED
- FINALIZE HOW YOU WILL COLLECT DONATIONS
- CREATE MARKETING MATERIAL
- DONATION REQUEST FORMS INFORMATION FLYERS
- PLAN KICK OFF EVENT BOOK AUDITORIUM IF NECESSARY
- SELECT SPEAKER AND ORGANIZE AUDIOVISUAL REQUIREMENTSPRINT PARENT VOLUNTEER FORMS, DONATION REQUEST FORMS, AND INFORMATION FLYERS

3 WEEKS BEFORE

- SEND OUT INFORMATION TO FACULTY ABOUT THEIR ROLES/RESPONSIBILITIES, TIME SLOTS (IF APPLICABLE), AND COLLECTING CASH DONATIONS
- HOLD KICK OFF EVENT AND SEND STUDENTS HOME WITH FLYERS AND FORMS
- REACH OUT TO PARENTS FOR DAY-OF VOLUNTEERING
- SCHEDULE FIELD TO BE CLEANED UP IF APPLICABLE
- ALERT CUSTODIANS OF EXTRA TRASH AND CLEANING REQUIREMENTS ON DAY OF JOG-A-THON

1 WEEK BEFORE

- ANNOUNCEMENT TO STUDENTS WITH REMINDERS ABOUT COLLECTING DONATIONS
- FINALIZE SNACK OPTIONS AND WATER

1-3 DAYS BEFORE

- REMIND STUDENTS OF APPROPRIATE CLOTHING FOR JOGATHONS AND TO KEEP HYDRATED
 - REMIND STUDENTS TO BRING REUSABLE WATER BOTTLES
- EMAIL PARENT VOLUNTEERS WITH REMINDER ABOUT COMMITMENT

DAY OF EVENT

- COLLECT FINAL PLEDGE SHEETS FROM STUDENTS
 - SHORT ORIENTATION TO PARENT VOLUNTEERS
 - NAME TAGS
 - VISUAL HANDOUT/BOARD WITH INFORMATION ON ASSIGNED TASKS (WHERE TO BE, WHAT TO DO, AND HOW LONG TO VOLUNTEER)
 - BATHROOM FOR THEM TO USE
 - BREAK AREA TO STORE PERSONAL ITEMS
 - REFRESHMENTS IF APPLICABLE
- SET UP FIELD
 - MARK TRACK
 - ASSEMBLE BEVERAGE TABLE (TABLE, WATER, CUPS, UMBRELLA)
 - BRING OUT TRASH CANS
 - SET UP SPEAKERS AND MUSIC (IF APPLICABLE)
 - PUT UP BANNERS
 - ENSURE LAP LOGGING SYSTEM IS IN PLACE (IF APPLICABLE)

AFTER EVENT

- CLEAN FIELD
 - REMOVE LARGE ITEMS FOR STORAGE
 - ENSURE BORROWED ITEMS ARE RETURNED
 - ENSURE WASTE IS PROPERLY RECYCLED OR DUMPED
- PRIZES
 - TALLY PRIZES TO GIVE TO STUDENTS
- BEGIN PLANNING CELEBRATION EVENTS IF APPLICABLE
- COLLECT LAST DONATIONS FROM STUDENTS
- COUNT DONATIONS AND FINALIZE EXPENSES FOR FINAL BUDGET ANALYSIS
- EMAIL/CALL PARENT VOLUNTEERS WITH THANKS
- EMAIL/CALL BUSINESS DONORS WITH THANKS
- SEND OUT NEWSLETTER/ANNOUNCEMENT TO PARENTS, FACULTY, AND STAFF WITH INFORMATION ON SUCCESS OF EVENT