# Complete Initial Assessment for Jog-A-Thon Readiness
- Complete initial assessment for Jog-A-Thon Readiness
- Attend Jog-A-Thon Committee
- Location assessment
- Budget assessment
- Present fundraiser to faculty and parent volunteers (PTA)
- Add event to school calendar/contact business/community partners about donation

# 12 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 students if 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, auditorium if necessary
- Select speaker and organize audiovisual requirements
- Print parent volunteer, drug donation request form, and information flyers
- 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

# 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
- Announce kick-off to students with reminders about collecting donations
- Finalize snack options and water

# 1-3 Days Before
- Remind students of appropriate clothing for Jog-A-Thons 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
  - Mark track
  - 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 refreshment table (table, water cups, umbrella)
  - Bring out trash cans
  - Set up speakers and music (if applicable)
  - Put up banners
  - Ensure lap logging systems in place (if applicable)
  - Check track
- Clean field
  - Remove large items for storage
  - Ensure borrowed items are returned
  - Ensure waste is properly recycled or dumped
  - Prizes
    - Tall prices 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 final parent volunteer thank you
    - Email final business donors thank you
    - Send out newsletter/announcement to parents, faculty, and staff with information on success of event