

Jog-a-Thon Planning Checklist

Approval and team (8 weeks out)

- ☐ Principal approves date, time window and site
- ☐ Rain date or heat date chosen
- ☐ PE teacher agrees to heat schedule and pacing practice
- ☐ Chair named; leads named for course and counting, volunteers, communications, treasurer, safety
- ☐ One-page event charter filled in and initialed
- ☐ District or PTA rules checked for outdoor events, insurance and handling money
- ☐ Shared folder created for the roster, budget and lap spreadsheet

Goal, budget and pledges (7 weeks out)

- ☐ Net goal set and tied to a specific purchase or program
- ☐ Expense list drafted (shirts, printing, cones, water, prizes, fees)
- ☐ Goal worked backward with the per-lap pledge planner
- ☐ Pledge model chosen: capped per-lap, flat, or both
- ☐ Per-lap cap amount written into the charter
- ☐ Payment methods decided (cash, check, online) and who handles each
- ☐ Due date for pledges set (about two weeks after the event)

Course and schedule (6 weeks out)

- ☐ Site chosen and loop measured (see course setup)
- ☐ Lane rule set: walkers inside, passing on the outside
- ☐ Checkpoint location and number of counting lanes decided
- ☐ Counting method chosen (see lap counting)
- ☐ Counters needed per heat calculated, plus one backup
- ☐ Heat schedule drafted by grade (see the event-day schedule and wave planner)
- ☐ Indoor or rainy-day backup plan written

Safety (5 weeks out)

- ☐ Safety plan reviewed with the school nurse (see the safety plan)
- ☐ Weather and heat decision makers named
- ☐ Water and shade locations marked on the course map
- ☐ First-aid post staffed; AED location confirmed
- ☐ Process for families to share medical needs through the nurse
- ☐ Lost-child and release procedure set
- ☐ Accessible route and participation options confirmed for students who use mobility devices or can't run

Communications and kickoff (4 to 3 weeks out)

- ☐ Family letter written (see letter templates)
- ☐ Pledge sheets and lap cards printed from the printable pledge sheet
- ☐ Online donation page set up and tested, if used
- ☐ Kickoff assembly scheduled (see the kickoff guide)
- ☐ Packets sent home the day of kickoff
- ☐ Prize tiers announced (see prize ideas)
- ☐ Weekly progress update scheduled for each Friday until the event

Volunteers (4 to 1 weeks out)

- ☐ Roles and counts set (see the volunteer guide)
- ☐ Volunteer request sent with specific shifts
- ☐ Background check or visitor rules checked with the school office
- ☐ Counters, marshals, water, first aid and data-entry shifts filled
- ☐ Job cards printed for each post
- ☐ Ten-minute counter training scheduled before the first heat

Rehearsal and final week

- ☐ Pacing practice held in PE: start easy, walk when needed, keep moving
- ☐ Counting rehearsal with crossings timed
- ☐ Volunteer roster confirmed by message
- ☐ Heat outlook and forecast checked
- ☐ Family reminder sent: shoes, water bottle, sunscreen, light clothing
- ☐ Labeled envelopes ready for lap cards by class
- ☐ Sound system and playlist tested

Event day

- ☐ Course coned and flagged; lanes marked
- ☐ Water, shade and first aid in place
- ☐ Volunteers briefed and at posts
- ☐ Each heat started on time with a 10-minute gap between heats
- ☐ Lap cards collected by class after each heat, never sent home
- ☐ Laps entered into the spreadsheet before the data team leaves
- ☐ Course cleared and equipment returned

After the event (1 to 3 weeks)

- ☐ Donor statements sent within 48 hours with the cap applied (see collecting pledges)
- ☐ Reminder at one week; final reminder at two weeks
- ☐ Cash and checks counted by two people and the count sheet signed
- ☐ Online payments reconciled against the pledge list
- ☐ Deposit made to the school or PTA account
- ☐ Receipts sent where required (see receipts and taxes)
- ☐ Results note sent to families and staff
- ☐ Volunteers thanked by name
- ☐ Debrief held and notes saved for next year

Jog-a-thon supply list

- ☐ Cones for the full loop plus extras for counting lanes
- ☐ Flags or stakes for turns and the start line
- ☐ Measuring wheel or a borrowed track measurement
- ☐ Lap cards (one per runner plus 10% spares) and hole punches or markers for counters
- ☐ Clipboards, pens and class rosters for each counting lane
- ☐ Labeled envelopes or bins for lap cards by class
- ☐ Water coolers, cups, and a trash and recycling station
- ☐ Pop-up canopies or shaded areas for rest and first aid

- ☐ First-aid kit, ice packs, and the nurse's supplies
- ☐ Sound system, extension cords and the playlist
- ☐ Volunteer vests or lanyards so counters are easy to find
- ☐ Signs: start/finish, counting lanes by class, water, first aid
- ☐ Laptop or tablet with the lap spreadsheet, plus a paper backup
- ☐ Sunscreen and a lost-and-found bin