

Read-a-Thon Planning Checklist

6–8 weeks before

- ☐ Approval from principal, board or director
- ☐ Dates clear of testing, breaks, Monday holidays and other fundraisers
- ☐ One specific goal and what it pays for
- ☐ Pledge structure chosen (flat, per minute with a cap, or both)
- ☐ How money is collected: cash, checks, online, or a mix
- ☐ Budget for recognition, printing and any fees
- ☐ Treasurer and second counter named (two people count every deposit)

3–5 weeks before

- ☐ Teacher one-pager shared; teacher tasks kept to a minimum
- ☐ Reading log, pledge sheet and parent letter printed
- ☐ Parent letter translated for home languages
- ☐ Privacy decisions made: no names on public boards
- ☐ Kickoff slot and finale date booked
- ☐ Recognition plan rewards minutes and participation, never dollars

1–2 weeks before

- ☐ Parent letter sent home
- ☐ Readers begin asking supporters
- ☐ First donor message template ready
- ☐ Tracking spreadsheet set up (totals by class)

During reading

- ☐ Kickoff with the goal and how minutes count
- ☐ Check-in after the first few days
- ☐ Halfway update with class or school totals
- ☐ Final push two days before the end
- ☐ Support for readers without sponsors

After reading

- ☐ Logs and final minutes collected
- ☐ Per-minute supporters told their final amount
- ☐ Money counted by two people and deposited
- ☐ Written acknowledgments sent where needed
- ☐ Celebration and total announced
- ☐ Thank-you messages to donors and teachers
- ☐ Handoff notes for next year's organizer