

Jog-A-Thon Planning Checklist

Free printable from Student Lap Tracker

Weeks 6–8 Out: Foundation

- ☐ Date + rain date booked on school calendar
- ☐ Administration sign-off
- ☐ Coordinator + committee named (pledges, logistics, volunteers, counting, hype)
- ☐ Fundraising goal set and tied to a specific purchase
- ☐ Pledge model chosen (flat + per-lap tiers)
- ☐ Lap counting method chosen and tested at your headcount

Weeks 4–5 Out: Pledge Drive

- ☐ Pledge sheets printed (goal, date, rain plan, expected laps)
- ☐ Pledge sheets sent home with cover letter
- ☐ Online giving channel opened (if used)
- ☐ Class participation goals + thermometer posters up
- ☐ Theme announced with the pledge drive

Weeks 2–3 Out: Logistics

- ☐ Volunteers recruited & assigned to named stations/shifts
- ☐ District volunteer clearances completed
- ☐ Course mapped: one-way loop, wide finish chute
- ☐ Grade rotation schedule drafted (20–40 min sessions)
- ☐ Water, cups, prizes, first aid ordered
- ☐ Sound system + playlist arranged
- ☐ ID cards printed/laminated (if scanning); loaner scanners scheduled

Event Week

- ☐ Every volunteer confirmed by name and shift
- ☐ Teachers briefed on session times and routes
- ☐ Class rosters printed
- ☐ Equipment staged the afternoon before
- ☐ Weather checked; rain call made by 7am if needed

Event Day

- ☐ Course walked for hazards
- ☐ Counting stations tested before first session
- ☐ Water past the finish line, refilled between sessions
- ☐ Sessions run on the rotation schedule
- ☐ Photos taken for the recap

After the Event

- ☐ Lap counts + amounts due sent home within 48 hours
- ☐ Two-week collection window opened
- ☐ Reminder sent at day 7
- ☐ Thank-you notes: sponsors, volunteers, staff
- ☐ Celebration assembly: totals, lap champions, class winners
- ☐ Final report to principal; notes archived for next year

Full guide: Student Lap Tracker counts event laps by scanning ID cards and computes pledge totals automatically

studentlaptracker.com/jog-a-thon