WALK-A-THON CHAIR
Beacon Hill PTA 6.15.42

The Walk-A-Thon Chair (as well as a recommended Co-Chair) is responsible for the overall planning of the event to be held in the spring. This includes but is not limited to: setting the date of the event, creating an activity / job calendar, managing distribution of pledge envelopes to each student, recruiting volunteers needed for the entire event, managing and coordinating day of event activities including counting laps as well as following up with students after the event is finished.

<u>Duties and Responsibilities</u>

- Plan the walk date and create the publicity and notices to be sent home with students as well as displayed on school grounds.
- Get all languages translated with important details to go home with students in the appropriate languages.
- Print and staple all pledge sheets to 9x12 envelopes and distribute to classes so that all correspondence goes home in the AFTERNOON classes approximately 2 weeks before Walk Day.
- Schedule each class/grade in 15/30 minute time blocks (15 minutes to walk, 15 to transition), with staff assistance, to account for scheduled recess/lunch breaks.
- Divide each class/grade into 9 walk groups (one per cone provided by Mr. Campbell) and plan when each group will walk on Walk Day. You will need to coordinate with office staff, principal as well as a designated teacher liaison to make sure there are no scheduling conflicts with field trips or other activities.
- Recruit volunteers any way that works. Parents like to count their own child's laps and it is recommended there be 2 counters per station.
- On walk day, make sure you have planned the field set up including sound system (Natalie Long helps with speaker, have a parent make a ipod mix), cone/chair/ clipboard setups as well as trash cans and refreshments.
- Break down the field and return any borrowed items to their rightful owners.
- Process all of the pledge envelopes with pledges and the lap totals as soon as possible to have top lap runners posted per class and whatever else your committee has planned.
- Arrange for a money-counting team to count money in a secured location. State-PTA standards recommend a team of 3, with all cash deposited same day to the bank by a team of 2. Red Apple may agree to count coins with their machine and should be recognized in the newsletter and with a thank you card.
- All donors of $100 or more should be recognized with a Thank You card.
- Provide Treasurer with an accounting of grand total raised, and deposit slips. Treasurer should not be expected to count money, though he/she may volunteer to do so.

- (Detailed info is available in the infamous white binder to be kept in Nancy Fujimoto's office for future reference and more detailed information).