

Donation Drive Fun Run Checklist

✓	Task	Who	Due
	8-10 Weeks before run date		
	Come up with a design for donation packets		
	Decide on prizes and prize levels		
	Send out sponsor letters		
	Find a DJ or someone to come up with a relevant playlist for each grade level to play during their run time. Think of it as a way cooler school dance :)		
	Find a volunteer who would want to MC the run to help give kids instructions on fun things to do and get them hyped up. This person is going to help make the day extra fun.		
	6-8 Weeks before run date		
	Send home explanation of what a Glow Run is to parents and an introduction to Pledge Monster's online fundraising site Pledge Titan		
	Buy donation packet supplies		
	Purchase decorations for gym and glow sticks		
	Print donation sheets and assemble packets		
	Include instructions on how to create your online Pledge Titan fundraising account		
	4-6 Weeks before run date		
	Advertise about the upcoming fundraiser		
	Send home emails from the school to ask for parent volunteers the day of the Glow Run to help mark shirts (Use something like signup genius with 30 minute time slots for each grade level)		
	Send additional email to parents reminding them about the Glow Run and how much fun it will be		
	Have teachers talk about the Glow Run and decorate their class flag		



	2-4 Weeks before run date		
	Put together a 10 minute maximum slide show/powerpoint presentation to share with the kids at the pep assembly highlighting the glow in the dark fun run. Make sure to highlight prizes offered and how to earn them		
	2 Weeks before run date		
	Have the pep assembly to promote your big day. Have an example of prizes being offered and classroom challenges		
	Send home donation packets with students the same day you have the pep assembly		
	Encourage kids to ask their parents to create their online Pledge Titan fundraising account		
	1 Week before run date		
	Remind kids that money is due the date of the run		
	Make a schedule with your school's principal or secretary around grade level lunches/recess/specials. This will be 30 minutes in the gym for students to run/walk 30 laps maximum		
	Send status to teachers of current standings from online fundraising and any donations already turned in to ramp up classroom competition and excitement		
	Make social media posts about the upcoming event and why your organization is raising money		
	Run Week		
	Remind kids to finish collecting offline donations and to have packets turned in by the date of the run		
	Ask for volunteer to help collect donation packets and count and enter offline donations		
	Night before run		
	Deck out the gymnasium with as many blacklight reflective items that you can.		
	Sort t-shirts into classroom piles to be distributed the next morning and glow sticks to be handed out before each grade levels run time		
	Day of run		



	Have a designated area to collect donation packets and enter donations with your group of volunteers		
	Instruct parents as to what you need them to do when they show up for designated time slots		
	Marking shirts is fun for the parents and kids, they like to see how many laps they completed and will wear the t-shirts proudly for the years to come.		
	Have water ready to distribute to each group of kids as they leave the gym, they will be sweaty		
	If kids are done running early, have them do fun dances or the latest dance moves.		
	Week after run		
	Use the simple reporting features of Pledge Titan to calculate prizes and total amounts raised		
	Order prizes if you haven't already done so		
	Print prize sheets		
	1-2 Weeks after run		
	Have a wrap up assembly where the total amount raised is announced to the school. Hand out top earning prizes, and have all prizes packaged up and ready for teachers to hand out in the classroom prior to end of day dismissal		
	Breath, congratulations you have completed your first Glow Run and the kids, faculty, and staff will be talking about the event for the rest of the year.		