

Committee Chair

The Committee Chair oversees all aspects of the event. They are also responsible for the administrative elements and document creation and distribution.

TASK	RESOURCES	BUDGET	NOTES
KEY EVENT DECISIONS			
Date	FunRun101.com		Select a date for run
Name	FunRun101.com		Name run
Lap Counting Method	FunRun101.com		Shirts or labels
Recruit Committee	FunRun101.com		Form a team to help plan
Prize Structure	FunRun101.com		Work with Prize Coordinator to establish prize structure
Field Location	FunRun101.com		Where will run take place?
Budget	- FunRun101.com - BUDGET		What will we buy, borrow or get donated?
ONLINE PLEDGING			
Set Up Site	FunRun101.com		Instructions on website
Import Student Names	FunRun101.com		Instructions on website
Enter Laps Ran	FunRun101.com		Instructions on website
INTERNAL TRACKING			
Color Coding Matrix	COLOR CODING MATRIX		Assign each class a color
Class Lists	School		Get lists 4 weeks out
BUSINESS COMMUNICATIONS			
Sponsor Donation Letter	Electronic file		Review with Sponsor Coordinator
Prize Donation Letter	Electronic file		Review with Prize

			Coordinator
Product Donation Letter	Electronic file		Write/review as needed
Thank You Notes			Send to sponsors and donors post-run
PARENT/GUARDIAN COMMUNICATIONS			
Information Packet	INFORMATION PACKET		Send home early to introduce idea
Kick-Off Packet	KICK-OFF PACKET		Send home 1 month out
Pledge Packet	PLEDGE PACKET		Send home 2 weeks out
Race Day Packet	RACE DAY PACKET		Send home day of run
Thank You Flyer	THANK YOU FLYER		Send home within 2 weeks of run
TEACHER/STAFF COMMUNICATIONS			
Teacher Information Handout	TEACHER INFORMATION		Put in boxes 2 weeks out
OTHER			
Collection Box	Find at home		- Place in office 1 month out. Teacher shirt order forms and volunteer forms will be returned here. - Must be big enough to hold Pledge Envelopes
In-Service Ambulance	Local EMS		Ask for event presence
Press Release	Electronic file		Submit a few days before run
Pledge Envelopes	Online print shop	\$0.50/envelope	Order from Fun Run 101 or print your own
Labels	Warehouse store	\$50.00	
Sharpies	Warehouse	\$20.00	

	store		
Clipboards (4)	Warehouse store	\$10.00	
Pre-Run Kickoff Assembly	FunRun101.com		Kick off when Pledge Envelopes go home
Post-Run Rewards Day/Assembly	FunRun101.com		Wrap up and receive prizes and rewards