



Read-a-Thon Planning Guide

For use with Read-a-thon.com



Includes:
To Do Lists
Planning Pages
News Tracker
Thank You Notes

This planner is not endorsed
by or affiliated with the
website read-a-thon.com.

Read-a-Thon PLANNING GUIDE

FIRST, GO TO READ-A-THON.COM AND COMPLETE THE SIGN-UP PROCESS.

LOGIN: _____ PASSWORD _____

DATES: (TWO-WEEK BLOCK) _____

APPROVED BY READ-A-THON ON: ___/___/___ BY PRINCIPAL ON: ___/___/___

SHARE DATES WITH TEACHERS AND WITH PARENT-TEACHER ORGANIZATION

OUR FUNDRAISING GOAL(S): _____

MY PERSONAL " WHY?": _____

STUDENTS" GOAL(S): _____

Things to Do:

ONE MONTH BEFORE	3 WEEKS BEFORE	2 WEEKS BEFORE
1 WEEK BEFORE	3 DAYS BEFORE	1 DAY BEFORE

Registering the Students

1) GENERATE CLASS LISTS INTO CSV FILE — COMPLETED ON _____

CLASS LISTS

_____ PRESCHOOL	NAMES CHECKED? _____
_____ KINDERGARTEN	NAMES CHECKED? _____
_____ FIRST GRADE	NAMES CHECKED? _____
_____ SECOND GRADE	NAMES CHECKED? _____
_____ THIRD GRADE	NAMES CHECKED? _____
_____ FOURTH GRADE	NAMES CHECKED? _____
_____ FIFTH GRADE	NAMES CHECKED? _____

2) EMAIL CSV FILE TO READ-A-THON — COMPLETED ON _____

3) ASK TEACHERS TO DOUBLE-CHECK DASHBOARDS — ASKED ON _____

Distributing Materials

4) FIRST NOTE WAS SENT HOME ON _____

5) SECOND NOTE WAS SENT HOME ON _____

6) GREEN BRACELETS WERE SENT HOME ON _____

Other Reminders:

Library Day Reading Sessions

IDEAS:

FLASH LIGHT READING STINKY FEET READING BEAR CAVE READING SHARE-A-POEM DAY
SUNSHINE READING AUTHOR VISIT MYSTERY GUEST ESCAPE ROOM READING
TELL-A-JOKE DAY CAMPOUT READING COZY READING BOOK CHARACTER PARADE

WEEK 1:

KINDERGARTEN: _____

FIRST GRADE: _____

SECOND GRADE: _____

THIRD GRADE: _____

FOURTH GRADE: _____

FIFTH GRADE: _____

WEEK 2:

KINDERGARTEN: _____

FIRST GRADE: _____

SECOND GRADE: _____

THIRD GRADE: _____

FOURTH GRADE: _____

FIFTH GRADE: _____

ALL-SCHOOL EVENTS:

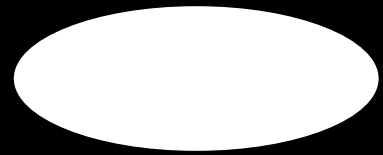
EVENT: _____ DATE: _____

EVENT: _____ DATE: _____

"Spread the Word!" Tracker

3 WEEKS BEFORE <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	2 WEEKS BEFORE <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	1 WEEK BEFORE <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	3 DAYS BEFORE <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	THE DAY BEFORE <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER
DAY 1 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 2 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 3 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 4 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 5 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER
DAY 6 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 7 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 8 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 9 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	DAY 10 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER
THANKS 1 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	THANKS 2 <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	PRIZE REMINDER <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	THE RESULTS <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER	FINAL THANKS! <input type="checkbox"/> NEWSLETTER <input type="checkbox"/> WEBSITE <input type="checkbox"/> SOCIAL MEDIA <input type="checkbox"/> PAPER NOTES <input type="checkbox"/> OTHER

Read-a-Thon END Date:



Prizes:

- 1) REMIND STUDENTS TO ORDER PRIZES ON _____
- 2) REMIND STUDENTS TO ORDER PRIZES ON _____
- 3) LAST CALL REMINDER FOR ORDERING PRIZES ON _____

PRIZES ARRIVED ON: _____

PRIZES DELIVERED ON: _____

The Big Pay-Off!

FIRST CHECK SHOULD ARRIVE ON: _____

FINAL CHECK SHOULD ARRIVE ON: _____

Thank You

TO PRINCIPAL(S): _____

TO OTHER SCHOOL HELPERS: _____

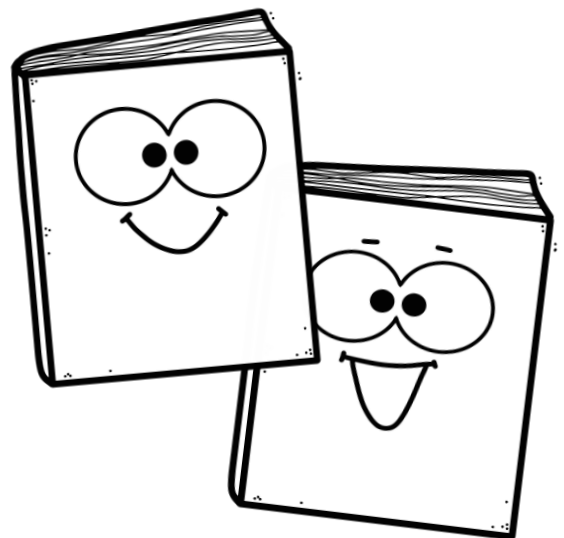
TO TEACHERS IN GENERAL: _____

TO THE ABOVE-AND-BEYOND TEACHERS: _____

TO SPECIAL GUESTS: _____

TO READ-A-THON HELPERS: _____

TO _____



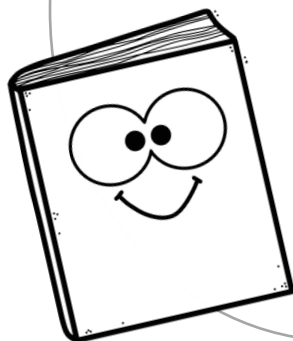
Thank You Notes (print on colored paper)



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Thank You

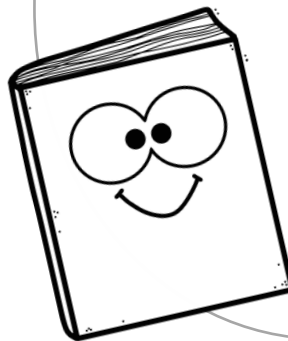


FOR HELPING WITH
THE READ-A-THON!



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Credits:





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