



**Kiwaniis Club of Ottawa**  
Serving the Children of the World

## Kiwaniis Read-a-thon

# Fall Implementation Checklist

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Schedule your three-week Fall Read-a-thon anytime between September and December. Print off this checklist and make it work for you!

### **Register at [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org)**

Register on-line for your school to participate in the Kiwanis Read-a-thon.

Your registration gives you access to everything you'll need to run your school's Read-a-thon.

Print out all necessary material – it can all be found in the Teacher's Centre—Forms, Letters and Samples.

### **September/October**

- Schedule an in-school Read-a-thon orientation session. Invite teachers, library staff and parent volunteers.
- Determine your Read-a-thon implementation team.
- Decide how you'd like your school/classes/divisions to keep track of reading (e.g. by number of books, minutes, pages, chapters, etc.). This makes it easier to create school-wide totals after the program is over.
- Order additional Read-a-thon promotional materials for your school (posters, bookmarks and participation certificates).
- Contact your local public library to let them know about your participation in Read-a-thon. Suggest working together on special events.
- Submit the article to your local community newspaper. Check out publication deadlines for your local community newspaper. Let them know your school will be submitting an article about your participation in Read-a-thon.

## **November/December**

- Ask parent volunteers to assist in the classroom with Read-a-thon activities.
- E-mail key contact list(s) (e.g. School Council Members) to publicize the Read-a-thon and seek support, help and prizes.
- Brainstorm with teachers and parents about celebrity readers, authors, and/or illustrators to visit your school. Make the connection and issue invitations.
- Organize and photocopy the Backpack Handouts for distribution.
- Include an article in your school newsletter about Read-a-thon, giving families a “heads-up” about the Backpack Handouts that will be sent home.
- Post Read-a-thon information on your school website.
- Approach local merchants and/or businesses for prizes to reward students. If appropriate, include this appeal in your school newsletter or community newspaper article.
- Get students working on Read-a-thon artwork to decorate classrooms and hallways.

## **One week before the launch of the Read-a-thon in your school**

- Schedule class time to explain the Backpack Handouts to students.
- Highlight Read-a-thon activities that students will participate in. Talk about the program with students earlier if you like. Send materials home a few days before the launch to ensure they don't get “lost.”
- Send Backpack Handouts home.
- Consider scheduling a school-wide kick-off assembly. Invite Kiwanis Champions to participate in the assembly, if appropriate. Ask students to participate.

## **Throughout Read-a-thon**

- Include motivational messages in morning announcements to promote participation and special events.
- Encourage students to participate in morning announcements to initiate “Reading Moments,” reading challenges or reports on activities undertaken by classes. See school-wide activities for inspiration.
- Initiate classroom fun with reading and writing as the focus. See classroom activities for ideas.

### **After Read-a-thon**

- Set deadline for Reading Records to be completed and handed in. Stick to the deadline!
- Prepare class and school-wide reading totals.
- Announce school totals; recognize special efforts.
- Organize students to write thank you letters to sponsors.
- Fill in the School Evaluation form and submit to the Kiwanis Club of Ottawa by **December 30 or as soon as possible after your Read-a-thon is completed.**

Evaluation forms are found on [www.kiwanisreadathon.org](http://www.kiwanisreadathon.org).

### **For Read-a-thon Fundraisers**

- Include a pledge sheet form in the Backpack Handouts
- Set a deadline for bringing in pledge money
- Ask parent volunteers to count and roll money for deposit; use pledge tally sheets to keep track of cash.
- Announce school totals and prizes (if available) at a school-wide celebration after all the pledges are in.