

Read-a-thon Planning Checklist



The following steps help you to plan your Save for College Read-A-Thon!

1. Pick a Date

Define the length of the Read-a-thon. Pick a start and end date.

Start date: _____ End date: _____

2. Define a Theme

You can choose to give your Read-a-thon a theme that connects to your curriculum or keep it open.

- Unthemed
- Themed: _____

3. Define the Rules

Define the rules for your Read-a-thon, considering the following:

- **Reading list:** Define whether all children are reading books from a predefined list or can choose their own books. In either case, the organization conducting the Read-a-thon should help families to access books, e.g. through a partnership with a local library or bookstore.
- **Reading times:** Define whether reading times are limited to reading sessions spent collectively (e.g. in the classroom) or extended to any time during the length of the Read-a-thon (e.g. any time outside of school). You can also choose to designate homework time for reading.
- **Counting mechanism:** For counting purposes, decide whether to track the number of books read or the amount of minutes spent reading. For younger children (K-1) it might be easier to count the number of books read. In addition, reading aloud and/or listening to audio books should be counted as reading time for younger children. Each child should set their personal reading goals to allow for differing reading abilities and levels.
- **Prizes:** If you plan to include prizes or giveaways, set rules on how they are distributed. This could be merit-based on an individual level (e.g. when a child's personal

goal is met or surpassed) or collective level (e.g. when a certain amount of collective books or minutes read are met), or distributed to all participants at a set time regardless of reading progress.

- **Collecting donations:** Parents or guardians are responsible for collecting donations for their child. This toolkit provides resources and instructions to help families do so.

Once you set the rules for your Read-a-thon, update the Read-a-thon Q&A to inform families about the rules.

4. Incentives

What additional incentives can you provide for students to read, such as small gifts or matching donations? Think of who in your community might be willing to support saving towards student's future education. There are also school resources (such as School Dollars or i-Ready) that you might be able to use for the Read-a-thon.

| Incentive: | Source: | Quantity: |
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