

Volunteer Instructions

- Two to six volunteers are needed to mark laps, run with, cheer on and maintain track safety.
- At the beginning of running club, hand out cards to children lined up by their class teacher and corresponding mileage card color. Be careful not to block the track.
- When handing out cards, more help is needed with Kindergartners and first graders. As the children become familiar with how the club works (2-5 graders), less help is needed to get started as they tend to find and put away their own cards. Encouragement is always needed.
- Running club mileage cards are divided by grade, class and teacher name. Student names are alphabetized by last name and given a number to ease the process of finding their running club mileage card in their grade box.
- Children who want to run will come out to the track. They can join at anytime during lunch recess, or stop running at any point during recess. Children can run as many (or as few) laps as the time allows. When there is 5 minutes left until recess ends, kids begin to turn in their mileage cards.
- Children receive instructions, either from you or track lead see (Instructions for Children).
- Volunteers are to use the “Make Your Mark on the World” black sharpie pens to mark laps for consistency and longevity. Please refrain from letting children mark cards.
- During lunch recess, children may start running as soon as they get their mileage card. They do not have to wait.
- During morning running club, all children start running promptly at 8:00AM.
- As they finish, collect cards from the children. Put cards in alphabetical order and back in main container for each grade. If it is raining during morning run club, total the tally marks on the sticky note and transfer the final miles to their cards. (12 laps under cover = 1 mile. We always round up. Determination is rewarded). Keep repeating process for the next grade.
- One volunteer is needed to help hand out tokens at the cart as key milestones are met.
- One volunteer is needed to walk or run a lap with the children to ensure safety at the farthest corners of the track.
- Cheer children around the track and have lots of fun! Your spirit is contagious.

Tuesday Recess:

K: 11:00-11:20
 1st: 11:25-11:45
 2nd: 11:50-12:10
 3rd: 12:15-12:35
 4th: 12:40-1:00
 5th: 1:05-1:25

Warning for Last Lap to end running club:

11:15
 11:40
 12:05
 12:30
 12:55
 1:20

Thursday AM: (8:00-8:20am)

All children start at 8:00 End 8:20am (School Bell)

If a Child Earns a Reward (See Mileage Awards Sheet):

- Child can take Mileage Card to cart and volunteer can help child retrieve reward.
- If Child has earned their marathon (26.2 miles), 50 mile, 75 miles, or 100 miles write child's name down on the marathon sheet. Their name will announced during the next Friday all school announcement, where their picture is taken and placed on the running club bulletin board (located near the gym doors) and featured in an assembly slideshow.
- If a picture is taken, send it to the Run club coordinator.

If a Child has lost a token or chain:

- Child can alert a volunteer to put their name on the Lost & Found Sheet at the cart. Wait a week and come back to see if was found. Amazingly, most tokens are found and replaced.

Team Lead:

- Assess weather and track for safety. If raining at lunch, make the decision to cancel run club and notify the school and volunteers via email. If it is raining in the morning, set up the cones under the covered area and set out extra sticky notes. Sticky notes are used during morning run club when raining. 12 laps = 1 mile.
- Check and clear the track of any debris, ice, standing water or mud puddles. Apply de-ice. Broom used to sweep the track is located in gym along the western hall or in the PE storage closet.
- Bring the cart, speakers, and extension cords out to the track and return it after the final lunch recess. (Located in PE teachers office).
- Set up teacher and/or grade signs with a different colored flag (or sign) along the driveway fence line at lunch and near the USA map/fireball court in the morning.
- Help volunteers prepare to hand out mileage cards by class.
- Plug in the ipod and itouch to recharge for the next running club.
- Cheer children around the track and have lots of fun! Your spirit is contagious.