

Program Checklist for ING RFSB Program Coordinators

ACTION ITEMS/REMINDERS	DATE	COMPLETED
Grant Notification. Spread the word/open the lines of communication.	8/1/10	
Receipt of first \$1,000 installment, congratulatory packet and PACER materials.	9/1/210	
Schedule award presentation with ING Representative	9/30/2010	
Download program materials from www.naspeinfo.org/run (optional) and/or compile appropriate running resources and materials for your program.		
Meet with school-site team and appropriate administrators.		
Develop and finalize timeline for program and culminating event (start date, meeting dates, date of culminating event, etc.).		
Send home parent letters/permission forms.		
Begin your program.		
Administer PACER pre-test.		
Distribute and develop system for maintaining Distance Logs.		
Publicize your program – get parent and community involvement.		
Finalize preparations for culminating event (course markers, transportation, registration, fees, etc.).		
Participate in culminating running event.		
Administer PACER post-test at the conclusion of your program.		
Send PACER pre- and post-test results and required post evaluation materials to NASPE via email or mail.	12/31/10	
Complete post-program survey.	12/31/10	
Upon receipt of all required post evaluation materials, second \$1,000 installment will be distributed to recipients.		
Draft ideas, begin a timeline and fundraise for next year!		

Questions?

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