

JRFH Event Time-Line

At a Glance- Cheat Sheet

When to do it:	What to do:
Fall	<ul style="list-style-type: none"> • Contact Russell Beilke @ The American Heart Assoc to schedule your event date(s) russell.beilke@heart.org (800) 648-2041 ext. 2049 • Reserve the Heart Obstacle Course- contact Carol Ba cbaitz@wdsdvt.org or 244-7195
2 or more months before event(s)	<ul style="list-style-type: none"> • Prepare for +/-or schedule a jump rope performance (contact Russell Beilke for jump teams) • Or borrow jump videos from the American Heart Association/ or download from You Tube
4 weeks before event(s)	<ul style="list-style-type: none"> • Have a jump rope performance for your school or shc videos in class to get kids excited about jumping • Start your jump rope unit • Use pedometers or heart rate monitors to motivate stu • Post event in school newsletter and request parent volunteers (if desired) • Confirm Heart Obstacle Course
2 weeks before event(s)	<ul style="list-style-type: none"> • Do Heart lesson(s) from AHA packet • Do the Heart Obstacle Course • Hand out JRFH envelopes • Develop JRFH teams (if doing a traditional event) • Confirm volunteers (if using) • Post in school newsletter • Get music organized
Day or week of event(s)	<ul style="list-style-type: none"> • Organize volunteers (counting money, supervise mus turning long ropes, supervising jumpers) • Get music ready • Get ropes ready • Get pedometers ready • Mark/designate jumping areas
After the event(s)	<ul style="list-style-type: none"> • Send checks and forms in pre addressed envelop to re thank you gifts- You can ask Russell for help with counting money or filling out forms! • Hand out thank you gifts (about 3-4 weeks after mon mailed in)