

HOW TO CONDUCT A MARATHON

2008
DIRECTORS OF THE
MINNESOTA MARATHON FOR NONPUBLIC EDUCATION, INC.

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Any school or Knights of Columbus Council in need of the Brochure
“How to Conduct A Marathon” can contact the Marathon office.

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*Minnesota Knights of Columbus, a proud sponsor
of the Marathon since 1974.*

WHAT IS A MARATHON?

The Marathon for Nonpublic Education is a viable public relations and fundraising activity in support of Nonpublic Education in the State of Minnesota. Each participant obtains money-per-mile or service donations from sponsors and then walks, runs, jogs or bikes on the prescribed route or participates in a supervised, conducted and registered school or community service project. Furthermore, each participant gives all funds collected directly to the nonpublic education activity of their choice. Hence, a school or educational activity, which organizes its community to participate on its behalf, has the potential to raise a significant sum of money as well as generating a very dynamic spirit of participation.

This Marathon, like the historic run by a Greek from Marathon to Athens, can be symbolic of an enduring commitment to nonpublic education by the participants and the community.

HISTORY OF THE MARATHON

The first "Marathon for Nonpublic Education" was held in St. Paul/Minneapolis on May 19, 1974, and had over 1200 participants earning about \$25,000 for 40 schools of their choice. It was so successful that the Twin Cities Federation of Home and School Associations again sponsored the second Marathon and had over 3500 participants raising approximately \$70,000 for 70 schools.

In 1975 the State Council of the Knights of Columbus endorsed the Marathon and committed funds to help defray the state administrative expense of enlarging the Marathon statewide. The Knights of Columbus is a statewide organization of 220 Councils with 44,000 members. Since that time, the Knights of Columbus have continuously funded the Marathon. The Marathon resource, Minnesota Marathon for Nonpublic Education, Inc., has set the first Saturday in October for the ANNUAL MARATHON. Instructions, donation sheets, posters, brochures and details are furnished by the Minnesota Marathon for Nonpublic Education, Inc. and assistance is given to schools and communities that want to conduct their own Marathon or to join with other schools in a cooperative effort.

The 1975 activity was the first time that simultaneous Marathons were held in several locations. Though the Metro Marathon was by far the largest, other areas held Marathons in order to reduce travel for the children and, more importantly, to widen and broaden the number of communities made aware of the importance of nonpublic education.

Annual Marathon Reports are sent to the participating schools.

HOW TO CONDUCT A MARATHON

I. MARATHON ROUTE - Walk, Run, Jog or Bike it

The instructions on how to conduct a Marathon are based upon the experience gained from previous Marathons. We stress the need for cooperation between schools and other participating groups. The larger the number of participants the greater the effects of the public relations and of the feeling of involvement and community by each individual. The steps that are outlined hereafter are not necessarily in sequence, but must be considered in light of the local Marathon and its route, participants and facilities.

A. MARATHON ROUTE - Determine a route for your Marathon which will project your school into their communities.

B. SAFETY is the first consideration for the walkers, joggers, runners and bikers. Local laws may restrict bikers to streets or bike paths and the others to sidewalks or footpaths. Consider the vehicular traffic and street crossings along the route. Traffic controls are essential. Keep the route away from any "high speed" roads.

C. POLICE PROTECTION both for traffic and security reasons. Discuss and coordinate your plans with the LOCAL POLICE, COUNTY SHERIFF AND STATE HIGHWAY PATROL.

D. PERMITS AND LICENSES, depending on local laws or ordinances, ascertain what permits and licenses are required. COMPLY WITH ALL LEGAL REQUIREMENTS. Check specifically:

- 1) **Route or Parade Permit** - public officials can advise you and supply you with any required forms and procedures.
- 2) **Food Permits or Licenses** - be certain to check local health regulations.
- 3) **Park Permits** - use of park and/or facilities, i.e., tables, toilets, etc., may require special arrangements or permits.

E. FIRST AID AND SAFETY - During the hours of the Marathon, Safety and First Aid for participants must be provided. Each Marathon must have a Safety Committee which can call upon groups and organizations to assist, such as:

- 1) **Police Departments** - traffic and security protection.
- 2) **National Guard** - medical detachment for First Aid and truck for patrolling route to aid and transport bikes in case of breakdowns as "tow trucks" and radio communications.
- 3) **Civil Defense** - traffic, security, First Aid and radio communications.
- 4) **Fire Departments.**
- 5) **Auxiliary Police or Firefighters.**

NOTE: We suggest written requests to public officials, boards, departments or authorities and written replies to your requests of their commitments, especially as to whom, what equipment, time and place.

F. SERVICES ON ROUTE AND AT CHECKPOINTS

- 1) **Phones** - for children to call for rides upon completion of Marathon or emergencies.
- 2) **Bike Repair** - mobile unit with personnel may be available from local Bicycle Shop.
- 3) **First Aid Station** - identified at checkpoint where participants can go in an emergency. If possible, arrange for mobile First Aid units to travel the route, i.e. National Guard, Civil Defense, and local Fire Department.
- 4) **Food and Drink** - Candy, pop, ice cream, sandwiches (check local ordinances and regulations regarding concession sales). Drinking water is free.
- 5) **Sanitation** - This may be a major problem! Plan the route so checkpoints are adjacent to public toilets, available toilets, or provide portable facilities. **Do not rely on businesses; i.e. service stations, etc.** If portable toilets are necessary, it will require an accurate estimate of participants expected. Portable toilet will be an expense item for the Local Committee. Remember: these facilities will encounter peak periods of activity, but it is essential that they be available without delay.

G. CHECKPOINTS - depending on route and distance, establish at least two or more checkpoints. Consider a park or open area for participants to rest and lunch. Checkpoints validate the miles traveled by participants.

- 1) Food and sanitation provided.
- 2) Rain cover for checkers: building or tent and table and chairs.
- 3) Bands can play for entertainment.
- 4) Consider checkpoints near phones.
- 5) Adequate number of checkers for the entire time of the Marathon.
- 6) First Aid.
- 7) "Tow Trucks" for transporting casualties.

H. MARKERS - identify the route with markers, signs, arrows, etc. so that it is easily followed. The route may be shown on the donation sheet that each participant will have in his possession.

I. SURVEILLANCE PERSONNEL along the route, alert to anticipate and solve problems that may develop. Consider distinctive arm bands for all Surveillance and committee Personnel.

II. SERVICE PROJECT - School and/or Community

Several schools have determined that their school and/or the community are more receptive to service projects. If properly planned and effectively publicized, a Service Project can be a demonstration to the community of the value of nonpublic education in providing a quality education to tens of thousands of children. The steps that are outlined hereafter have been developed from years of experience in sponsoring the Marathon.

A. SERVICE PROJECT - Determine a project that will project your school into the community. Be certain that it is a doable project that can be done or handled by the participants.

B. SAFETY - The first consideration for participants. First Aid must be available for emergencies. Be certain that a phone is present for immediate use.

C. SUPERVISION - Provide adequate supervision, especially for young students, who are participating in the project.

D. PERMITS - Check with local governmental units to be certain about any necessary permits that may be required.

E. SANITATION - May be required for some projects. Do not rely on business toilets but consider public or portable facilities.

III. LIABILITY INSURANCE - the Minnesota Marathon for Nonpublic Education, Inc. will again arrange for a blanket liability insurance policy to cover **SPONSORS** of local Marathon events conducted during the period of one week before and one week after the first Saturday in October. **For Marathons outside of that time period there will be no coverage through the Marathon Organization.**

The MARATHON liability policy is for the protection of the MARATHON sponsors only. It is not a personal injury policy for payment of injuries to individual participants. What the policy does is to protect the sponsors against personal and individual liability for incidents arising from management and conduct of the MARATHON.

Two examples: (a) participant breaks a leg falling off a bicycle while participating in the MARATHON; **this is not covered** by the MARATHON policy, but is the responsibility of the parent or child's accident policy. (b) The MARATHON participants cut across a lawn and cause considerable damage, for which the owner sues the MARATHON; the policy protects the sponsors against personal liability and defends the sponsors in the suit.

IV. DONATION SHEETS

Participation in the Marathon or the use of Marathon material is restricted and limited to Nonpublic Schools or Nonpublic Educational organizations that have properly registered with the Resource: Minnesota Marathon for Nonpublic Education, Inc. The Resource will send donation sheets and other Marathon materials to the schools or organizations.

The donation sheet has four sections and can be used statewide.

A. Front Page - Explanation of the Marathon.

B. Page Two - Registration information, liability waiver and the record of sponsors and donations. **The Waiver must have the participant or parent's signature.**

C. Page Three - Tips for participants and Marathoner's record of Sponsors and Donations.

D. Back Page - Space for local Marathon Committee to have time, place, special instructions, and the map of the route with checkpoints printed.

V. PARTICIPATION IN MARATHON

The Marathon is open to all Nonpublic Schools in Minnesota. The Minnesota Marathon for Nonpublic Education, Inc. is ecumenical in structure; the Marathon is also. Call other nonpublic schools in your area to coordinate your efforts. However, the resource, the Minnesota Marathon for Nonpublic Education, Inc., reserves the right to restrict the Marathon to official representatives of recognized nonpublic educational institutions and requires all such schools, institutions or organizations to register with the resource.

We have found maximum benefit deriving to a school when they:

- **Appoint a "Marathon Coordinator"** (preferably Co-Chairpersons) - other than the school principal or pastor, possibly parent(s) or teacher(s). Cooperation of the Principal, Superintendent or Pastor is needed.
- **Set a Goal** - a significant, identifiable, worthwhile goal to reach. Involve students and other participants in setting goals. THINK BIG! Suggested goals:
 - a) Audiovisual, tapes, or other instructional aids.
 - b) Building improvements - sprinkler system; fire doors.
 - c) Scholarships for needy students.
- **Organize Your Community** - Identify the various elements in your community and devise schemes to get each group to participate in the Marathon - faculty, students, parents, alums, friends, organizations.
- **Collection Follow-Up** - the amount of money collected is directly related to immediacy of follow-up by participants.

VI. ADVERTISING OF MARATHON

- **Local Papers** - each educational group should file its own activity and human-interest stories.
- **Local Radio and/or Television Stations** - tell them what you are going to do. Be imaginative!
- **Posters** - can be made by students or supplied by Resource.
- **Church Media** - articles before and after in diocesan/district papers.
- **Telephone Committees** - existing committees in parent organization.
- **Notices to Parents** - via students; Flyers supplied by Resource.
- **Organizations Supportive of Nonpublic Education** - Knights of Columbus, Home and School Associations, Parents Clubs, Hibernians and Colombian Women.

VII. MARATHON COMMITTEE

- **State Board of Directors** - Influential and knowledgeable persons who advise and assist the activity on a state level.
- **Local Chairperson** - Co-Chairpersons preferably.
 - a) Route Chairpersons and following Committees: *Checkpoint
*Route Marchers
*Food and Sanitation
*Safety, First Aid,
*Bike Repair,
*Police Security, Emergency
 - b) Project Chairperson: Supervisor of Project, Food and Sanitation, Safety, First Aid, Emergency.
 - c) Advertising and Public Relations - see Section 4.
 - d) Knights of Columbus - Teams to keep local Councils apprised.
 - e) School Participation - work with School Coordinators.
 - f) Clean up - Boy Scouts or other service organization.
 - g) Fund-Raising - incidental expenses are inevitable; the local Marathon Committee should consider a local fund-raising project to defray these expenses. Do not use Marathon funds for administrative purposes. The donation is made that all funds raised by the participants go for the benefit of nonpublic education.
 - h) Complete Marathon Report Form and forward to:
Marathon Office, 475 University Avenue West, St. Paul, MN 55103-1996

Secretary - maintain records, write letters and complete forms with:

- a) Minnesota Committee
- b) Public Officials, Departments, Police, etc.

The Resource requests that the organization conducting a Marathon and Using Marathon material notify them by completing a Marathon Site Notification Form giving:

- Name of Organization Conducting Marathon
- Address
- Contact Name
- Description of Location and/or Marathon Route