

2nd Annual CASA Speak Up for Kids 5K/10K/One Mile Fun Run And Children's Fun Fest

Dear Team Captain:

Thank you for your interest in organizing a team for the Second Annual CASA Speak Up for Kids Race to be held in downtown Waco on October 18th, 2008. The following pages will explain how to set up and execute your team. We look forward to having your team join us in the fight against child abuse.

Please do not hesitate to contact us if you have any questions. We know that together we can achieve so much more in the fight against child abuse.

Thank you again and see you on Race Day!!

---CASA Race Team Committee

Inside this Packet you will find:

- The 1,2,3's for Team Registration
- Race Facts
- Documents you will need: Sample Recruitment Letter
- Race Day Schedule

If you need assistance, please contact:

- Nancy Goodnight ngoodnight@hot.rr.com 254-405-2518
- David Davis ddavis@advocacyctr.org 254-752-9330
- Advocacy Center for Crime Victims and Children
2323 Columbus Avenue
Waco, Texas 76701
254-752-9330



2ND ANNUAL CASA SPEAK UP FOR THE KIDS 5K/10K/1 MILE FACTS

Race Date: Saturday, October 18, 2008

Race Location: Indian Spring Park, Downtown Waco

Team Entry Fee: \$15 for Adult – 5K or 1 mile
\$25 for Adult – 10K timed and non-timed

Tentative Schedule: 6:30a.m. On-Site Registration Opens
8:00a.m. Line up for one-Mile event
8:15a.m. One-Mile event begins
Aerobic Warm-up (Main Stage)
8:30a.m. 5K and 10K events
10:00a.m. Awards and Door Prizes

The 1,2,3's for Team Registration

Register your Team Name Online

NOTE: THIS STEP IS REQUIRED EVEN IF TEAM MEMBERS ARE REGISTERING BY MAIL.

- ❖ Go to our website at: active.com
 1. In the lower right hand corner of the homepage screen, click on the link for online registration.
 2. Next click either "Form a Team" or "Join an Existing Team"
 - a. If selecting "Form a Team", follow input prompts to enter team name and captain. Establish your Team Name. (It is best to avoid starting your team with "the" or "team". Team members cannot register until there is an active team name established online.)
 - b. If "Joining an existing team" go to step #7.
 3. Select Participation Type.
 4. Next Provide Contact info and create user name and password.
 5. Read Legal Notice and Agree to Waiver.
 6. Selection of Payment Type.
 7. Verify and Process application.

After verification you may:

Create/Edit your own personal Race Center page

Send Emails to friends and team members

Monitor progress

8. "Joining an Existing Team"

a. You may browse the "Team List Page"

i. You can find your team by either name or company

b. Click on appropriate team. Then refer back to step 3 thru 6 to finalize your registration.

MAKE SURE ALL TEAM MEMBERS HAVE THE CORRECT TEAM AND CAPTAIN NAME.

A Team consists of at least 10 members. Any combination of non-timed, timed, and any distance is perfect! Any business, school, church, organization, neighborhood, family or group of friends can organize a team.

Recruit and Sign-up Team Members

- ❖ Once you have created your team name online, begin registering team members.
- ❖ You can register all team members online, some members online and some by mail or all team members by mail.
- ❖ PLEASE HELP US BY ENCOURAGING ALL OF YOUR TEAM MEMBERS TO REGISTER ONLINE. You can save time with the members registering online because you do not have to fill out a Team Roster, collect money, or gather t-shirt information. *In addition, you can track your registration totals online at any time!!!*

Early Online Team Registration is open until September 30, 2008.

- ❑ Any mail in registrations for your team must be submitted together with a Team Roster (not including those registered online). Mail in Registrations must be *postmarked* by September 30, 2008.
- ❑ If all members of your team register online, you do not need to submit a team roster.
- ❑ Team registration can be done online until September 30, 2008.

Mail in Registrations:

For team members who are not able to use the online registration they can use the paper registration form provided in this brochure. Simply make a copy for each team member who will NOT be using the online registration, then submit the completed forms, Team Roster, and registration fees in one envelope for your entire team to: Advocacy Center for Crime Victims and Children

ALL ENVELOPES MUST BE POSTMARKED BY SEPTEMBER 30, 2008.

Team Material Pick Up and Distribution:

Pick up your team sign packets and team packets for distribution on Tuesday, October 14, 2008 from 9:00 A.M. to Noon and 1:00 P.M. to 5:00 PM at the Advocacy Center for Crime Victims and Children, 2323 Columbus Avenue, Waco, TX

Sample Recruitment Letter

WE'RE TEAMING UP FOR THE KIDS!!

Name of Team is forming a team for the kids through CASA (Court Appointed Special Advocates). This is the 2nd Annual CASA Speak Up for Kids 5K/10K/1 Mile Run and Fun Fest sponsored by BlueCross BlueShield of Texas and KWTX News 10. This event will support Court Appointed Special Advocates (CASA) of McLennan and Hill Counties, a program of the Advocacy Center for Crime Victims and Children.

CASAs are community volunteers who work on behalf of a child or sibling group in foster care.

Join us on Race Day and walk/run alongside us as we accompany a child on his or her journey to a safe, permanent home. You may even decide to take a child's hand and walk beside him yourself. Volunteer opportunities are always available.

RACE DAY IS SATURDAY, OCTOBER 18, 2008

AT

INDIAN SPRING PARK IN DOWNTOWN WACO, TEXAS

Tentative Schedule: 6:30a.m.	On-Site Registration Opens
8:00a.m.	Line up for one-Mile event
8:15a.m.	One-Mile event begins
	Aerobic Warm-up (Main Stage)
8:30a.m.	5K and 10K events
10:00a.m.	Awards and Door Prizes

Don't delay!! The deadline for entering as part of the *Name of Team* is September 30, 2008.

Registration is easy. You can register online at www.active.com until September 30, 2008.

When registering online, be sure to register as a member of our team by choosing *add your team name* in the drop down box.

You will not have to make any extra trips to pick up your Race t-shirt since they will be conveniently available in your race packet. You can pick up your packets Tuesday, October 14, 2008 from 9:00 A.M. to Noon and 1:00 P.M. – 5:00 P.M. at the Advocacy Center for Crime Victims and Children, 2323 Columbus Avenue, Waco, TX.

For more information please contact: *Team Captain at phone number or email address* or visit the web site at: www.advocacycntr.org

Make checks payable to *Advocacy Center for Crime Victims and Children*

Mail this form by September 30, 2008 to: Advocacy Center for Crime Victims and Children, 2323 Columbus Avenue, Waco, TX 76701

TALLY SHEET (Required)

Team Captain: Please complete this form and include it with all individual entry forms. Do not include online entry forms. **All** team entry forms (excluding online entries) must be mailed in one packet.

Team Name _____

Team Captain _____

Captain's mailing address _____

City _____ County _____ State _____ Zip _____

Captain's Phone #'s() _____ -H () _____ -W() _____ -M _____

Captain's E-mail: _____ @ _____

This information will be kept confidential

List Only Mail-In Entries below (do not include online entries):

Adult runners/ walkers 5K and 1 mile _____ @ \$15.00 = \$ _____

Adult runners/ walkers 10K _____ @ \$25.00 = \$ _____

Children under age 13 (as of 8/1/2008) _____ @ \$10.00 = \$ _____

Complimentary Entries(sponsors) _____ @ \$ 00.00 = \$ 00.00

Total Additional Donations \$ _____

TOTAL Amount Enclosed (checks or money order only-NO CASH) \$ _____

Make checks payable to: Advocacy Center for Crime Victims and Children

Total number of **mail-in** entries _____

Indicate number of t-shirts needed in each size category.

NOTE: Entrants are guaranteed a t-shirt, but sizes CANNOT be guaranteed.

Adult S _____ Adult M _____ Adult L _____ Adult XL _____ Adult XXL _____

Youth 6-8 _____ Youth 10-12 _____ Youth 14-16 _____

*******TEAM ENTRIES MUST BE POSTMARKED BY
September 30, 2008*******

