



**Good Turn for America  
Fun Run**

**Local Council Handbook**





Dear Scouters,

As U.S. Surgeon General, my greatest challenge is getting people to realize that health—whether good or bad—doesn't just happen to them. It's a result of the choices they make every day!

My priorities for the year of 2005 focus on what each of us can do in our own lives and communities to make ourselves and our families healthier. I have recently introduced "The Year of the Healthy Child," which includes all aspects of a child's life: body, mind, and spirit.

The prosperity and the future of our nation rests upon the health and well-being of our children. Today, 15 percent of our children are overweight—that's more than 9 million children. One out of every seven kids. Nearly three out of every four overweight teenagers will become overweight adults. We must encourage all children to be physically active for at least 60 minutes a day.

I commend the Boy Scouts of America for their focus on healthy living. I strongly support the Good Turn for America Stars & Strides fun run/walks and I encourage every council to conduct their own.

As a nation, we can and must do more to ensure that all children have the chance to achieve their full potential for healthy and productive lives.

Sincerely,

Dr. Richard Carmona  
U.S. Surgeon General

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## Why Do This?

“...to keep myself physically strong...”

Part of the BSA mission is to promote good physical and mental fitness. There are achievements, rank advancements, and awards that include physical fitness. There are many ways to address fitness: a run/walk is one way that also provides awareness of Scouting in the community.

Obesity has reached epidemic proportions in the United States. According to the U.S. surgeon general, 61 percent of American adults are overweight or obese. Some \$117 billion per year is spent in both direct and indirect medical costs.

Our children are becoming generation XL: One out of every seven children in the United States is now overweight. Our children are being raised in an increasingly sedentary society—hectic family schedules may leave little time for exercise together, or even walking together. A generation of couch potatoes has produced a generation of mouse potatoes who spend most of their time on the computer or playing video games. In addition, the increasing focus on test performance and budget cuts in schools have caused reductions in school physical education programs.

*Men's Fitness* magazine has determined the Top 25 Fattest Cities for 2005. If your council incorporates any of these cities, you may find additional support from the city leadership who will appreciate anything that may help address the fitness issues in the community.

- |                  |                   |
|------------------|-------------------|
| 1. Houston       | 14. Fort Worth    |
| 2. Philadelphia  | 15. Mesa          |
| 3. Detroit       | 16. Columbus      |
| 4. Memphis       | 17. Wichita       |
| 5. Chicago       | 18. Kansas City   |
| 6. Dallas        | 19. Miami         |
| 7. New Orleans   | 20. Long Beach    |
| 8. New York      | 21. Oklahoma City |
| 9. Las Vegas     | 22. Tulsa         |
| 10. San Antonio  | 23. Atlanta       |
| 11. El Paso      | 24. Charlotte     |
| 12. Phoenix      | 25. Baltimore     |
| 13. Indianapolis |                   |

In addition to the benefits of combating the obesity issue, conducting a Good Turn for America Stars & Strides run/walk will:

- Attract new supporters, some of whom may become involved in Scouting because of their participation in the event.
- Offer another opportunity for current Scouting supporters to contribute more than once during the year.
- Offer opportunities for council publicity, especially if prominent people in the community (such as local and national celebrities) are involved.
- Present opportunities to recognize people who are supportive to the council, and important in the community.
- Communicate Scouting's message and impact on the community.
- Provide an opportunity for a Good Turn for America project—have a few units assist in the race day coordination, setting up before the race, cleaning up after the race, etc.

# Leadership

This is the most important ingredient for success. Event leaders should have a personal interest in the event and a proven dedication to Scouting. It also helps if they are asked to participate by a friend or business associate. It is vital to involve some top community and business leaders. You need a strong chairperson—one whose personal leadership and contacts will help you get the right resources and attendees, and is willing to invite and involve their friends or business associates. Once you have a chairperson, help them recruit an enthusiastic team.

- Develop a committee:
  - This may be your existing activities committee or Good Turn for America committee.
  - Or, you may wish to create a new committee that is made up of individuals who are runners. Look for those involved in running and walking clubs and health clubs. These individuals will assist you in pulling in their group of runners, which means more participants!
  - Your committee does not need to have experience in putting on a run; your race direction company will do this as well as train your race volunteers. Your committee needs to be experienced in promotion—they need to help you bring in the participants!
- Selecting a chairman (honorary?)—celebrity:
  - If you are in one of the top 25 fattest cities, ask your mayor to endorse the run and be the honorary chairman.
- Find a race direction company—they give credibility to your event:
  - Look on the Internet for race planning/coordinating.
  - Look on the Internet at other races in your area—what companies are involved—who provided the race planning/timing?
  - Talk to your local running stores—they will know the ins and outs of races in your community.
  - If this will become an annual event, have the course certified—this will make the run more appealing to the serious runners in your community.

# The Volunteers

Regardless of whether they are council leaders, board members, or committee members, VOLUNTEERS MAKE IT HAPPEN! Make sure they understand their responsibilities and your expectations for their personal and financial support, time commitment to the event, and ability to solicit others for their support. Provide them with a one-page job description.

## During the Race Itself

For the race, you will need a number of volunteers. Below is a list to give you an idea of how many volunteers you will need to staff the race itself. Remember, you will need to adjust it to meet your needs.

Registration	12
Food court	20
Corner marshals	12
Water stops	6
Finish line water stops	3
Finish line	4
Drivers	3
Awards presenters	4
Emcee	1
Cleanup detail	10

Utilize some of your units. Older Scouts and Venturers can staff the registration and water stops. Leaders can staff the food court and be drivers. Cub Scouts can assist with the award presentation. And everyone can assist with cleaning up afterward. Those that assist with the race will then have a Good Turn for America project to log into the Good Turn for America Web site.

# Position Descriptions

The general chairperson is responsible for recruiting the steering committee. The steering committee will include the program and special guests chair, public relations chair, and physical arrangements chair. These men and women should be top community leaders and each should have a one-page job description. Some general job descriptions are given below.

## **General Chair**

- Hosts and presides at steering committee meetings
- Presides at kickoff meeting
- Takes part in the program
- Supervises the event's organization and timetable
- Conducts evaluation meeting following the event

## **Program and Special Guests Chair**

- Secures celebrities, entertainment, or special guests
- Develops a list of community leaders to invite as special guests
- Arranges reception and hosting of special guests
- Coordinates program features with Scouting features

## **Public Relations Chair**

- Secures printed event promotion brochure at low or no cost to the council
- Develops printed programs, letterheads, tickets, and other selected items
- Distributes information to the media
- Maintains close relationship with media
- Maintains close relationship with related staff adviser

## **Physical Arrangements Chair**

- Prepares list of physical requirements for the event
- Investigates appropriate facilities for the event
- Selects best facility and negotiates arrangements with approval of steering committee and Scout executive
- Secures all necessary permits
- Arranges for rental/donation of equipment
- Arranges for volunteer workers to handle decorations, crowd flows, special parking, equipment, etc., as required
- Sets timetable to have materials prepared and positioned
- Arranges for takedown and storage or disposal of materials and equipment

## Budget Development

One of the most important things to know when planning your event is what it will cost. To help you estimate your “income vs. expenses,” put together a budget planning and accounting form. Estimates and cost projections will help you understand how much income you need to raise, how much you can spend, how much you need to charge participants, etc. Of course, the most important way to reduce event expenses is to get sponsors or underwriters for the event.

Cultivating and prospecting potential underwriters will directly reduce the costs of the event—and greatly increase the chances of a successful event. Special events are excellent opportunities to raise funds by involving local businesses and industries. They also provide mutual benefits—the council receives more net dollars, and the sponsor receives publicity and is associated with a successful activity.

A sample sponsorship proposal is provided in the Appendix.

# The Plan

To have a successful event, develop a well-organized and structured plan. Successful events don't just happen. Some of the cornerstones of success:

- Establish a need for the event.
- Recruit good leaders to organize the event and solicit others to support it.
- Identify who you want to attend, sponsor, and underwrite the event.
- Set a monetary goal that relates to the need, and develop a budget.

## **Choose an appropriate date for the event.**

Pay attention to dates like religious and legal holidays, the first and last weeks of school, and other community events. High school, college, or professional sports playoff periods are dates to avoid, especially if the home team is a perennial favorite. Check with your local chamber of commerce to see if the community calendar shows any major conflicts. When your date is set, have the chamber add your event to their calendar.

## Types of Events

Include the types of events that fit your needs best. The common race is a 5K with the option of running or walking. A 5K is approximately 3.1 miles. Depending on the number of participants, you may wish to stagger the start times of runners and walkers. This will prevent the walkers from being run over by the serious runners.

You may want to include a fun run as well. This may be one mile and is geared more to the Cub Scout age. One idea is to charge a can of food for the fun run. These participants may not receive a T-shirt and goody bag, depending on your expenses.

You may wish to include a health and fitness expo. This may be set up to run concurrently with the race. Include the American Red Cross, local hospitals, local fitness facilities, etc., to conduct health checks and to provide fitness and nutrition information.

## Implementing the Plan

Choose the date—then execute the plan. Set deadlines for each job to head off possible problems. Recruit chairpersons and set up committees to organize the event. Ask each chairperson to select his or her own committee members; that way, the chairperson knows his committee will be reliable and can be trusted to do a good job.

The event chairperson should work with other event staff—and even a professional adviser—to create an event checklist. It should include personnel needs (registration, cleanup people, medical services, and security), insurance, printing requirements (brochures, posters, etc.), and publicity. Unlike most items on the checklist, publicity never ends: it's a long-term commitment and doesn't end when the event ends. Follow-up publicity may continue for weeks.

## Setting Your Course

The location for the event is very important. Be creative when selecting the location. Explore some unusual or less obvious sites, but consider all the advantages and disadvantages. A unique location may incur higher costs, require more volunteer staff, and be hard to get to. Make sure your location is large enough to accommodate the event, and remember “little” things like the availability of parking.

Your race direction company will have ideas on determining your route. You might be able to use a route that has been certified for a different race. Contact your local running clubs; they may have suggestions for the course.

Your route provides a good opportunity to highlight some of the service projects your units have conducted. For instance, set your route to go past the elementary school that was recently landscaped as a part of an Eagle Scout project. Post a sign to tell the racers (walkers) about the landscape project.

## Promotion! Promotion! Promotion!

The key to a successful event is promotion. You need to determine the number of participants that must sign up in order to break even. Make sure your materials are clear about the “five W’s”—who, what, when, where, and why—as well as the cost to attend. If this will be a fund-raising event, you should include in the materials an estimate of the “value received” by each donor who participates in the event. Produce a brochure or marketing piece that can be mailed either by itself or included with other council mailings.

Below are some ideas for promoting the event:

- ◆ Place the event on your council calendar!
- ◆ Provide posters for units to post in their chartered organization and businesses in their community.
- ◆ Roundtables—distribute posters to units, distribute brochures, make a presentation on the benefits of the event.
- ◆ Newsletters—include ads and articles promoting the event. Don’t forget to include a list of sponsors. Your sponsors will add weight to the importance of your event.
- ◆ E-mail—send e-mails to your volunteers. This is one of the most effective ways to communicate with your unit leadership directly and inexpensively.
- ◆ Distribute brochures to local running clubs.
- ◆ Place posters and brochures at local running stores, health clubs, health food stores, and local restaurants.
- ◆ Use your council Web site to promote the event. Encourage sponsors to include information about the event on their Web sites.

## Awards

Traditionally, races present awards to the winners in different categories. You should develop the categories that best meet your needs. The following is an example from another race.

Overall male and female winners

Overall masters (40+) male and female winners

Top two or three individuals (both male and female) in the following age groups:

10–14	45–49
15–19	50–54
20–24	55–59
25–29	60–64
30–34	65–69
35–39	70+
40–44	

## Packet Distribution

- ◆ Participants will need to pick up their race packet prior to the race. This can be done on race day or at predetermined locations, such as your Scout office or local running stores, the week leading up to the race.
- ◆ Your race packet should include race numbers (bibs)\* and any other race materials, such as T-shirts. You may wish to include a brochure about your council or any sponsor's materials.

\* Race numbers are available from different locations; your race direction company should be able to assist with this. Road ID has a sponsorship program that provides free race numbers; visit [www.RoadID.com](http://www.RoadID.com).

## After the Event

- ◆ Loose ends. Pay the bills, return or sell equipment, clean and archive your files, etc. A good checklist will help you take care of these items.
- ◆ Thank-yous. Have the event chairperson send thank-you letters to all participants, including donors of services or goods, and the volunteers.
- ◆ Follow-up. Keep in touch with participants; let them know about the event's success. Include them on all mailing lists and inform them of future activities. Look for volunteers for next year's event.
- ◆ Evaluate the results. Within four weeks of the event, put together an after-action report. Evaluate the event planning, leadership, volunteer support, mailings, responses, attendance, ticket structure, and program format. Do an income analysis. Have categories showing donor sources, and develop the budget and schedule for next year's event.

# Appendix



# Sponsorship

## Details of the First Good Turn for America Stars & Strides Run

A 5K run and one-mile run/walk, which begins and ends at (location).

Sponsorship benefits include:

The run will attract about (number) runners representing a variety of demographics, including Scouts, school teams from elementary to college, corporate teams, and individuals from age 4 to 80-plus.

**(Quantity)** colorful brochures that include names and logos of sponsors are distributed throughout (the community). Posters and brochures will be distributed at retail stores, health food stores, health clubs, corporate break rooms, and sporting goods stores.

**(Quantity)** of the colorful brochures will be mailed to potential runners.

Online information and registration will be available on (Web site), which lists races and information to a nationwide audience and gets (number) hits a week.

Advertising will appear in the (list newsletters, community magazines, etc.).

Registered runners will receive T-shirts, and sponsors can provide promotional items to distribute to participants.

# Sponsorship Opportunities

## Platinum Sponsor benefits \$ \_\_\_\_\_

- ◆ Logo on the front of all promotional materials.
- ◆ Logo listed first on the back of all race T-shirts.
- ◆ Your company's banner will be placed in front of the trophies at the awards stage. Sponsor needs to provide the banner.
- ◆ Sponsor recognition on the race Web site, with a link to your company Web site, if desired.
- ◆ Your company can display promotional materials suitable for the event. Race will provide two tables.
- ◆ Your company logo will be placed, along with other sponsors, on the finish line banner that the race will provide.
- ◆ Ten complimentary entries.

## Gold Sponsor benefits \$ \_\_\_\_\_

- ◆ Your company logo prominently displayed on all printed advertising and on the back of all race T-shirts.
- ◆ Your company banner will be displayed at the awards stage to the left or right. Sponsor needs to provide the banner.
- ◆ Sponsor recognition on the race Web site.
- ◆ Your company name will be placed, along with other sponsors, on the finish line banner that the race will provide.
- ◆ Your company can display promotional materials suitable for the event. Race will provide two tables.
- ◆ Five complimentary entries.

## Silver Sponsor benefits \$ \_\_\_\_\_

- ◆ Company name in large type in printed materials.
- ◆ Company logo on the back of all race T-shirts.
- ◆ Your company can display promotional materials suitable for the event. Race will provide one table. Company can display their banner at their booth or table.

## Bronze Sponsor benefits \$ \_\_\_\_\_

- ◆ Company name on race brochures.
- ◆ Company name on the back of all race T-shirts.
- ◆ Your company can display promotional materials suitable for the event. Race will provide one table. Company can display their banner at their booth or table.

## Sponsorship Opportunities

	<b>Platinum</b>	<b>Gold</b>	<b>Silver</b>	<b>Bronze</b>
<b>Brochure</b>	Logo on front	Logo	Name	Name
<b>T-Shirts</b>	Logo listed first on back	Logo on back	Logo on back	Name on back
<b>Company Banner</b>	Front of awards stage	Left or right of awards stage	Display at company table	Display at company table
<b>Race Web Site</b>	Sponsor recognition, link to your Web site	Sponsor recognition		
<b>Company Promotional Materials</b>	Two tables provided	Two tables provided	One table provided	One table provided
<b>Finish Line Banner</b>	Logo	Name		
<b>Complimentary Entries</b>	10	Five	None	None

## American Running Association's 12-Week Walk-Run Schedule

This schedule guides participants, both young and old, to safely and effectively increase their fitness levels.

WEEK	Day One	Day Two	Day Three	Day Four	Day Five	Day Six	Day Seven
1	Walk 15 min	[Walk 5 min Run 1 min] Repeat 1x Walk 5 min	Walk 15 min	[Walk 5 min Run 1 min] Repeat 1x Walk 5 min	Walk 15 min	[Walk 5 min Run 1 min] Repeat 1x Walk 5 min	REST
2	Walk 15 min Run 1 min Walk 2 min	[Walk 5 min Run 3 min] Repeat 1x Walk 5 min	Walk 15 min Run 1 min Walk 2 min	[Walk 5 min Run 3 min] Repeat 1x Walk 5 min	Walk 15 min Run 1 min Walk 2 min	[Walk 5 min Run 3 min] Repeat 1x Walk 5 min	REST
3	Walk 15 min Run 1 min Walk 2 min	[Walk 6 min Run 4 min] Repeat 1x Walk 5 min	Walk 15 min Run 1 min Walk 2 min	[Walk 6 min Run 4 min] Repeat 1x Walk 5 min	Walk 15 min Run 1 min Walk 2 min	[Walk 6 min Run 4 min] Repeat 1x Walk 5 min	REST
4	Walk 15 min Run 1 min Walk 2 min	[Walk 3 min Run 2 min] Repeat 5x Walk 5 min	Walk 15 min Run 2 min Walk 4 min	[Walk 3 min Run 2 min] Repeat 5x Walk 5 min	Walk 15 min Run 2 min Walk 4 min	[Walk 3 min Run 2 min] Repeat 5x Walk 5 min	REST
5	Walk 15 min Run 1 min Walk 2 min	[Walk 5 min Run 5 min] Repeat 3x Walk 5 min	Walk 15 min Run 2 min Walk 4 min	[Walk 5 min Run 5 min] Repeat 3x Walk 5 min	Walk 15 min Run 2 min Walk 4 min	[Walk 5 min Run 5 min] Repeat 3x Walk 5 min	REST
6	Walk 30 min	[Walk 4 min Run 6 min] Repeat 2x Walk 5 min	Walk 30 min	[Walk 4 min Run 6 min] Repeat 2x Walk 5 min	Walk 30 min	[Walk 4 min Run 6 min] Repeat 2x Walk 5 min	REST
7	Walk 30 min	[Walk 4 min Run 6 min] Repeat 2x Walk 5 min	Walk 5 min Run 10 min Walk 5 min	[Walk 4 min Run 6 min] Repeat 2x Walk 5 min	Walk 5 min Run 10 min Walk 5 min	[Walk 4 min Run 6 min] Repeat 2x Walk 5 min	REST
8	Walk 30 min	[Walk 2 min Run 1 min] Repeat 9x Walk 5 min	Walk 5 min Run 15 min Walk 5 min	[Walk 2 min Run 1 min] Repeat 9x Walk 5 min	Walk 5 min Run 15 min Walk 5 min	[Walk 2 min Run 1 min] Repeat 9x Walk 5 min	REST
9	Walk 30 min	[Walk 1 min Run 30 sec] Repeat 20x Walk 5 min	Walk 5 min Run 20 min Walk 5 min	[Walk 1 min Run 30 sec] Repeat 20x Walk 5 min	Walk 5 min Run 20 min Walk 5 min	[Walk 1 min Run 30 sec] Repeat 20x Walk 5 min	REST
10	Walk 5 min Run 20 min Walk 5 min	Walk 15 min	Walk 5 min Run 20 min Walk 5 min	Walk 15 min	Walk 5 min Run 20 min Walk 5 min	Walk 15 min	REST
11	Walk 5 min Run 25 min Walk 5 min	Walk 15 min	Walk 5 min Run 25 min Walk 5 min	Walk 15 min	Walk 5 min Run 25 min Walk 5 min	Walk 15 min	REST
12	Walk 5 min Run 30 min Walk 5 min	Walk 15 min	Walk 5 min Run 30 min Walk 5 min	Walk 15 min	Walk 5 min Run 30 min Walk 5 min	Walk 15 min	REST

## Sample Race Day Schedule

- 5:30 am Registration, parking, and head volunteers check-in
- 6:00 am Check in and assign volunteers.  
Make coffee, set out refreshments for volunteers.  
Set up registration.  
Put parking person in place.
- 6:30 am Start registration.  
Brief volunteers on their jobs.
- 6:45 am Start setting up trophies.  
Set up and test PA system.  
Start setting up water stops.  
Set up food court.
- 7:00 am Place water stop volunteers on the course.  
Place 5K corner marshals on the course.
- 7:15 am Set up food court.  
5K course should be set up.  
5K van and trail truck in place.  
Line up 5K.
- 7:30 am Start the race.  
Start posting door prizes.  
Close down registration.
- 7:45 am First runner crosses the finish line.
- 9:00 am Awards ceremony starts.
- 9:30 am Start tearing down and cleaning up.

## Registration Needs List

<b>Product</b>	<b>Vendor/Details</b>	<b>Price Each</b>	<b>Amount</b>
Tables	_____	_____	_____
Chairs	_____	_____	_____
Lights	_____	_____	_____
Packet/bags	_____	_____	_____
Banners	_____	_____	_____
Race numbers	_____	_____	_____
Safety pins	_____	_____	_____
Ink pens	_____	_____	_____
Cash box	_____	_____	_____
Cash	_____	_____	_____
PAID stamp	_____	_____	_____
Coffee/pots	_____	_____	_____
Cups/condiments	_____	_____	_____
Paper/fliers	_____	_____	_____
Web site/results	_____	_____	_____
T-shirts	_____	_____	_____
Course maps	_____	_____	_____

## Home Base Needs List

Product	Vendor/Details	Price Each	Amount
Tables			
Chairs			
Tents			
Lights			
Stage			
Trophies			
First-aid kits			
PA system			
Portable latrines			
Generator			
Food and cooker			
Cold cups			
Water			
Soda			
Sport drink			
Fruit			
Coolers			
Ice			
Coffeemaker			
Coffee			
Hot cups			
Cream/sugar			
Food permits			
Trash cans and bags			
Giveaways			
Trophy person			
Knives			
Cutting boards			

## Course and Finish Line Needs List

<b>Product</b>	<b>Vendor/Details</b>	<b>Price Each</b>	<b>Amount</b>
Ham radio	_____	_____	_____
Cones	_____	_____	_____
Spray paint	_____	_____	_____
Corner flags	_____	_____	_____
Scaffolding	_____	_____	_____
Snow fence	_____	_____	_____
Traffic vests	_____	_____	_____
Lead car	_____	_____	_____
Trucks	_____	_____	_____
Sag wagon	_____	_____	_____
Trash bags	_____	_____	_____
Staple guns	_____	_____	_____
Hammer/nails	_____	_____	_____
Brooms	_____	_____	_____
Police	_____	_____	_____
Permits	_____	_____	_____
Stopwatches	_____	_____	_____
Finish line	_____	_____	_____
Mile markers	_____	_____	_____
Racecourse signs	_____	_____	_____

# Marketing and Sponsorship Needs List

<b>Product</b>	<b>Vendor/Details</b>	<b>Price Each</b>	<b>Amount</b>
Ads	_____	_____	_____
Artwork	_____	_____	_____
Sponsor packet	_____	_____	_____
Fliers	_____	_____	_____
Brochures	_____	_____	_____
Posters	_____	_____	_____

# Sample Budget

## Expenses

T-shirts (1,000 x \$4)	\$4,000.00	
Fliers (15,000)	2,000.00	
Artwork	1,000.00	
Posters	750.00	
Police (30 x \$80)	2,400.00	
Permits	150.00	
Insurance	500.00	
First aid service	1,947.00	
Course layout, certification (5K)	500.00	
Mailing (10,000 x 23¢)	2,300.00	
Advertising	5,000	
Band	700.00	
Trophies	500.00	
Race direction/consultation	3,000.00	
Finish line setup	1,500.00	
Results (\$1.50 per entry x 900)	1,350.00	
Fruit (four cases bananas)	80.00	
Food (cookies, chips, etc.)	1,850.00	
Drinks (soda, cups, ice)	400.00	
Sports drink	500.00	
Table rental (20 x \$7.50)	150.00	
Chair rental (20 x \$1.50)	30.00	
PA system	550.00	
Stage	500.00	
Race numbers	750.00	
Safety pins (4 x \$15.50)	62.00	
Cups (7,500)	261.00	
Ice (500 pounds)	75.00	
Trash bags	16.00	
Paint (three cans to mark 5K course)	35.00	
Miscellaneous	50.00	
Registration forms, pens, other materials	150.00	
		<hr/>
		\$ 35,406.00

## Income

400 runners at \$15 each	6,000.00	
300 runners at \$18 each	5,400.00	
200 runners at \$20 each	4,000.00	
		<hr/>
		(\$15,400.00)

## Need to raise

**\$ 20,006.00**





**Stars & Strides 5K  
P.O. Box 152079  
Irving, TX 75015-2079  
972-580-2263**