



Online application should be submitted at least four weeks prior to the start of a new season

**Seasons:**

Fall = September to December

Spring = January to May

Name of Site	Website
Address: Street, City, State, Zip	Site hours
Site Phone	Site Director/Principal
General email address (if applicable)	

**Site Liaison Information**

All GOTR sites must provide a Site Liaison.

The Site Liaison’s role includes assuring the smooth implementation of the program by assuring appropriate space, promoting the program, and serving as a link between GOTR Palm Beach Council, coaches, parents and participants. The Site Liaison can also be a coach but must have the time and flexibility in her/his schedule to meet the following job responsibilities: submit online application for the site and maintain accurate and current site information with the Council, perform coach and student recruitment processes, support families with the online registration and fee collection process, and the submit required forms and payments to Girls on the Run, meet the team size requirements and girls/coach ratios, ensure that the site meets all Girls on the Run compliance standards, support coaches in implementation of the Girls on the Run program, including curriculum and appropriate training space, and communicate with and among coaches, participants, parents and the Girls on the Run staff.

Site Liaison Name	Email
Title at Site	Phone
Date of Birth	Address
Liaison Shirt Size	

**Readiness to Participate Criteria**

The site is required to provide the following for the program each season that a program is held there:

- ( ) Outdoor location where coach meets team (can be different than practice location)
- ( ) Indoor location where coach meets team
- ( ) **Provide a safe, dedicated space for completing lessons which may require writing and running.**  
THIS IS ESSENTIAL. Access to a table or hard writing surface, and a track or a field or other safe place. There will be a need to measure off part of the area for occasions when lessons require running a certain distance, e.g. ½ mile, 1 mile, etc. Briefly describe the available running area
- ( ) **Provide a RAIN site.** Briefly describe the available indoor area
- ( ) Identify a safe place for participants to leave their belongings
- ( ) Identify a secure storage place for supplies and how it will be accessed by coaches (e.g. locked storage closet, locked classroom space, etc.)
- ( ) Identify the location of the **closest rest room**
- ( ) Does your facility require any additional paperwork to be completed for the program to take place? Describe.
- ( ) Are there any rules or regulations that would not allow participants from outside your site to participate at your site? If yes, please describe. If no, please type NONE
- ( ) Provide a plan for identifying and recruiting participants  
 Which grades do you anticipate and how many? Grades: 3\_\_\_ 4\_\_\_ 5\_\_\_ 6\_\_\_ 7\_\_\_ 8\_\_\_  
 Where will you draw participants from?  
 How will you reach them?
- ( ) Do you anticipate scholarship needs for your team? Indicate how many girls you think will need financial assistance out of the total number of girls who will participate.
- ( ) If some girls cannot register online at home, how will you help them register?

## School detail, if Site is a School

How many girls are there in Grades 3 – 5 (Total) at your school? Grades 6 – 8 (total)?

Total Enrollment (Boys and girls)?

PTA President's name

PTA President Email

Percentage of students on free or reduced lunch?

## Team/Session Information

( ) Please list which two days per week and what times the team (each group of girls) will meet for 1.0 hour to 1.5 hours per day (example: Mondays and Wednesdays from 4:00 - 5:15 PM).

If you are requesting more than one team, click 'Add Another Team' after completing the first team's information.

One team consists of 6 to 20 girls. Over 20 girls, we suggest adding another team, as it gives girls the opportunity to fully enjoy the lessons.

Team 1: ( ) Mon at \_\_\_\_ ( ) Tues at \_\_\_\_ Wed at \_\_\_\_ Thurs at \_\_\_\_ Fri at \_\_\_\_ Sat at \_\_\_\_ Sun at \_\_\_\_

Team 2: ( ) Mon at \_\_\_\_ ( ) Tues at \_\_\_\_ Wed at \_\_\_\_ Thurs at \_\_\_\_ Fri at \_\_\_\_ Sat at \_\_\_\_ Sun at \_\_\_\_

## Coach Information

- All coaches are considered **volunteers** by GOTR Palm Beach.
- If possible, please communicate with your Coach Candidates about volunteering to coach before submitting their names for your site.
- You must ensure the appropriate girl/coach ratio for your site at EACH session: 15 - 20 girls/4 coaches
- If there are more than 20 girls, a new team should be formed. Add a 5th coach.
- We recommend sourcing at least 4 coaches per site regardless of the number of girls, so that if a coach is absent, the session will not need to be cancelled.
- **All volunteers who work with the girls on-site must be registered with and background checked by Girls on the Run. THERE IS A SEPARATE ONLINE COACH REGISTRATION FORM THAT MUST BE FILLED OUT BY COACHES**, which requires additional information. A link to Coach Registration will be sent after your site is approved for its first season.
- All volunteers who work with the girls **must attend GOTR Coach Training on a date set by Council**.
- All coaches must be **CPR Certified**. We recommend First Aid training as well.
- The main coach must be female and at least 21 years old, and coaching candidates are subject to screening and approval by Girls on the Run prior to final selection.
- Coaches can be afterschool staff members, teachers, other site staff, parents, and community members -- whatever combination is approved by your site's principal or administrator or required by Grant documents.
- Coaches do NOT need to be runners, but must be willing to promote a healthy lifestyle and good decision-making.
  1. Coach candidate Name & Cell Phone & email
  2. Coach candidate Name & Cell Phone & email
  3. Coach candidate Name & Cell Phone & email
  4. Coach candidate Name & Cell Phone & email

## Program Fees

\_\_\_ For a typical team, each participant in Girls on the Run is required to pay a program fee. The regular subsidized fee is \$195. The out-of-pocket cost to the GOTR Palm Beach Council is currently \$296 per girl. Families who have the ability to and are interested in supporting the program beyond their fee may choose make a donation of any amount in addition to their fee and are gratefully acknowledged. Donations support scholarships and program administration.

\_\_\_ For families in dire need, partial scholarships may be available per site per season, based on the availability of funds to the GOTR Palm Beach Council for this purpose. Families requesting scholarships are required to fill out a separate Scholarship Financial Assistance application/registration form. First-come/First-served.

\_\_\_ I understand that there are program fees paid by families associated with GOTR and agree to provide an accurate estimate of need if there are girls at my site who are in dire financial need.

\_\_\_ How many of your girls do you anticipate being able to pay the registration fee in the range of \$195 - \$245 (\$245 includes a late registration fee, if applicable)?

\_\_\_ GOTR offers families the opportunity to submit an application for an additional financial assistance subsidy scholarship. Currently, assistance is offered on a sliding scale which reduces the program fee to between \$12 - \$190. Based on the information submitted by the families, not all families may be eligible for a reduced rate.

\_\_\_ If grant funding is obtained by GOTR Palm Beach, and your site is selected to participate through the grant, are you willing and able to provide GOTR Palm Beach with all of the requirements necessary to report back to the funder, including but not limited to:

- online registration of girls by the parent/guardian prior to the season start
- use of GOTR attendance app on a cell phone
- high quality photos of the girls
- letters written and/or pictures drawn by the girls
- completed survey tools
- at least 4 anecdotes about 4 specific girls who improved by participating

GOTR Palm Beach has a limited amount of funding for girls in dire financial need each season. First priority is given to girls in programs already open.

**If more than 2 girls at your location would be in financial need**, the Council may not be able to include your site until funds are available, OR you and your site can raise the funds. We may require a minimum dollar amount to start a new site.

\_\_\_ I understand that funds from the Council for financial assistance to girls are limited, and my site might not be added unless I estimate that sufficient funds can be raised by girls' families paying the regular registration fee or through fundraising, or through a grant that I or someone at my site obtains.

#### **Authorization**

- I understand that by submitting this application, I and my host location agree to manage the program for 3 seasons with at least 6 active girls per season.
- I will actively promote and recruit girls and coaches in order to maintain this agreement.
- If, for some reason, I can no longer participate, I will provide a replacement who will manage this agreement. I understand that this agreement may be extended for more than 3 seasons, with the mutual agreement of Council.

Note: This application must be received before Coach Training in order to participate in a particular season.

- As the Applicant for this Site, what do you anticipate your role to be? Please list all that apply, e.g. Site Liaison, Coach, Identifier/Registrar of Participants, Fundraiser, and/or Other: Please describe:
- I assure GOTR Palm Beach that I am authorized to enter into this agreement for my site.
- I assure GOTR Palm Beach that if I am not authorized to enter into this agreement, I have obtained the appropriate permissions and authorizations for this agreement to move forward.
- Please indicate that you have received permission from the school principal or site director allowing Girls on the Run to be delivered at your site by checking the box and entering your signature below. Please note: Commitment for the site and program must be for four seasons for optimum implementation and maximum benefit.