



"Educating and preparing girls for a lifetime of self-respect and healthy living"

Thank you for your interest in Girls on the Run of Eau Claire County. Together we can make a difference in the lives of girls in our community and throughout Eau Claire County.

The new site application deadlines are as follows:

Spring season (10 weeks beginning in late February ending in mid-May):

- Application due to Girls on the Run of Eau Claire County: November 1
- Notification of status for site: November 15

New Site: Step-by-Step

- Identify an on-site liaison to serve as the central point of communication between GOTR-EC and the site. This role is not time-consuming but is a critical role during the initial development stages of a new site and during registration each spring season.
- Provide a safe, dedicated space for running two days per week for 1 ½ hours. **THIS IS ESSENTIAL.** This does not have to be a track. A field or school playground is fine. However, there is a need to measure off part of the area for occasions when lessons require running a certain distance, e.g. 1 mile, 5K, etc.
- Provide a rain/snow site. Indoor, private, preferably a gym or cafeteria area reserved for GOTR-EC and **NOT** in conflict with other programs, though we are willing to share space as necessary. This is essential for practices during March and April when the weather is unpredictable.
- Determine plan for identifying participants at your site (3rd-5th grade girls) and related marketing if needed.
- Distribute registration forms at your site. Determine guidelines for registration process (e.g. first come first serve, etc.)
- Girls on the Run International guidelines state that teams for each site must be between 8-15 girls. After the initial season at your site, you may be approved for multiple teams as long as each team has its own coaches and a separate space for activities. New sites will be limited to one team of 15 girls.
- Provide four coaching candidates per team for your site. Each coach is required to fill out a volunteer application and must attend one Girls on the Run coaches training session before the season begins. One coach must become First Aid and CPR certified and be present at all practices. Coaches must be available two afternoons per week during the program. Girls on the Run will assist you in identifying coaches when necessary.
- Verify support from the school principal if needed.
- Secure storage area for supplies and snacks.

Site Visit

Along with the application materials, a site visit must be performed by the Council Director in order to receive approval as a new site. During this visit, the Council Director will meet with the site liaison and coaches at the location to review the space, the application, and answer questions about GOTR.



"Educating and preparing girls for a lifetime of self-respect and healthy living"

Site Liaison: Step-by-Step

- Complete site application and gain signature of principal in support of hosting GOTR.
- Secure bi-weekly practice space for GOTR for 1 ½ hours, two days per week for each team — indoor and outdoor. Determine days and meeting time for 10-week program. (Feb/March start-May completion)
- Assist in the recruitment of coaches for the site (two minimum, four maximum per team). Coaches must be determined by November 1st.
- Identify storage space for GOTR supplies and snacks.
- Distribute registration materials to 3rd-5th grade girls. We will provide you with a brochure that contains all the GOTR information along with a registration form to distribute (January).
- Set due date (February) and contact info of site liaison for forms and fees to be turned in by.
- Collect registration fees and forms, give to Council Director.
- If also a coach, attend mandatory coaches training (Dec/Jan)
- Meet with site coaches and Council Director one time prior to the start of the season to plan for season and ensure site is prepared for the start of the program (February).
- Maintain communication with Council Director through email updates or phone when necessary.
- Coordinate program supplies pick-up and distribution with coaches.
- Maintain regular communication with coaches and Council Director regarding program and facility.
- Identify language barriers; notify GOTR staff when assistance is needed.
- Attend at least one on-site GOTR practice if Site Liaison is not also coaching.
- Assist with fundraising and volunteer opportunities (e.g. Pampered Chef, EC Marathon).
- Provide feedback to Council Director upon program completion.
- Attend May 5K event (all participants and coaches must attend).