



learn. dream. live. *run*

Thank you for your interest in supporting Girls on the Run of NOVA (GOTR NOVA)! We are grateful for funds raised through events – it helps us to reach more girls in our community and ensure each is on the path to a healthy life. Because of the volume of these requests, we cannot personally participate in each event that is proposed but will happily provide materials about Girls on the Run of NOVA for your event.

As an event organizer, we ask that you fill out the agreement provided below before proceeding with a special event or promotion to benefit GOTR NOVA. Once the below agreement is received and approved, you will receive, at minimum:

- Access to the *GOTR NOVA Proud Supporter Logo* and right to use in order to promote the event,
- Materials to support your event including brochures and giveaways as are available,
- Limited marketing support via GOTR NOVA social media.

Contact Emily Davis at 703.273.3153 or edavis@gotrnova.org with any questions. Thank you again for your interest and support!

Rules and Regulations

1. Girls on the Run of NOVA name, logo and/or letterhead may not be used by any individual or organization to solicit prizes, sponsorship, underwriting, or cash donations from another organization in order to support an event, promotion or sale; GOTR NOVA will not solicit prizes for your event.
2. In order to receive materials from Girls on the Run of NOVA, the organizer must register the event with the GOTR NOVA at least four (4) weeks in advance of the event.
3. You may not offer, on behalf of the Girls on the Run of NOVA, free race bibs, advertising, or mentions at the GOTR NOVA 5K or any other Girls on the Run of NOVA event in exchange for cash donations, sponsorships, underwriting for your event, or any other benefit.
4. Contributions to GOTR NOVA are tax deductible less the value of goods and services received. This must be stated on the event invitation or promotion. Items sold at the event are not tax-deductible.
5. Girls on the Run of NOVA is not responsible for providing liability insurance for the event. Event organizers shall indemnify and hold harmless Girls on the Run of NOVA from liabilities, losses, and expenses arising from the event or promotion.
6. Girls on the Run of NOVA cannot serve as the fiscal agent for the event and will not pay expenses for the event. In addition, event organizers must comply with all local and state laws and purchase any necessary permits and licenses.
7. Girls on the Run of NOVA cannot guarantee employees and/or volunteers will be available for the event. Requests for staff/volunteer assistance at the event should be made at the time of the proposal.
8. Event organizer may use the “Proud Supporter of GOTR NOVA” logo but may not use the Girls on the Run of NOVA logo in promoting the event.



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I have received the Girls on the Run of NOVA Rules and Regulations and agree to comply with them in connection with the “_____” scheduled for _____.
(name of event) (date of event)

Please sign below to acknowledge the terms stated in this Agreement.

Signed: _____

Signed: _____

Date: _____

Date: _____

Print Name: _____

Katey Comerford

Title: _____

GOTR NOVA Executive Director

Organization: _____

Phone: _____

Email: _____

For More Information contact Emily Davis, 703.273.3153 or edavis@gotrnova.org

Thank you for your support!



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FUNDRAISING EVENT SUPPORT REQUEST

In order to receive support for your event such as staff attendance, materials, or social media support, please fill out and return this form at least four weeks before your event date.

1. Please describe the event or promotion in detail: date(s), location(s), time(s), etc.

2. Please list all parties involved with the event (individuals, organizations, media, etc.)

3. Please outline how you will promote the event and submit copies of the materials to be used.

4. How many adults do you think will attend? How many kids do you think will attend?

5. Would you like materials on our programs and services to display at your event?

6. Are you requesting staff/volunteer support for your event?

7. Please include any other pertinent information.

8. Why did you choose Girls on the Run of NOVA?

Please return to Emily Davis, 703.273.3153 or edavis@gotrnova.org
Thank you for your support!