

REGISTERING YOUR SCHOOL

Dear School Administrator,

This year's 5K race and College Fair will be held on May 7, 2015 at Grant Park's Upper Hutchinson Field, at the corner of Balbo and Columbus. The school bus unloading zone will be on Columbus Drive and a parking area for buses will be designated on Columbus and/or Balbo.

Below is a list of the materials that you will need to register your students for the 2015 5K March to College. Scroll further into this packet to find the documents themselves.

**Student Registration
Form and Waiver**

Each student must have a registration form filled out and signed by a parent or guardian. The form must be returned to the school. **The school will hold onto all Student Registration Forms and present them on the day of the event** at the appropriate check-in counter. Student registrations are \$10.00 each if paid by April 17th.

**Chaperone Registration
Form and Waiver**

Chaperones must also fill out the registration form and sign the waiver. Chaperones and administrators are not charged a registration fee.

**Master List of Registrants
(students and
chaperones)**

As registration forms are returned to the school, information from each should be transferred to a spreadsheet. Information can be entered manually on the sheets below, or you can use the sheets below as a template for setting up your own spreadsheet in .xls. The Master List of participants from your school must be e-mailed, mailed, or FAXed to us by **April 22, 2015**.

In addition, here is a sample letter to send to your parents about March to College.

Letter to Parents

This is a template letter that you can use in communicating with your students' parents about the March to College.

We look forward to hosting your school at March to College 2015!

Dara Stigdon
Director of Operations

PUT ON YOUR RUNNING SHOES

Join us for the 4th Annual 5K March to College Race and College Fair

Do you want to put your child on a path to college? Encouragement from an early age will increase the probability that your child will go to college. For many Chicago students, the 5K March to College and College Fair is the first step on the path to college.

The 5K March to College is sponsored by 501(c)(3) nonprofit, Center for Companies That Care. It includes an All-Ages College Fair followed by a chip-timed run and fun run/walk. The college fair allows Chicagoland students - K through 12 - an opportunity to meet college reps from across the region who are eager to show kids of all ages that college is within reach for them.

In addition to the race and college fair, there will be food, activities, prizes, and great student entertainment, all designed to inspire and motivate your child.

Come March to College with us!

Thursday, May 7, Grant Park Chicago

(Upper Hutchinson Field on the corner of Columbus and Balbo)



2:30 College Fair - 5:30 Race Kickoff Entertainment throughout the day!

Each student registration for the College Fair and race is \$10. If you would like to participate with your child, family registrations are \$25. To receive the discounted price of \$10/student, payment in full must be received online or via check by April 17, 2015. Price is \$14 if paid after April 17. For more information, please call Dara at 312.661.1010

If you are unable to participate and would like to donate, please consider doing so because every \$10 donation pays for a student's participation in the 5K March to College who wouldn't otherwise be able to attend. To register or donate, go to www.companies-that-care.org/march-to-college.

For more information about the 5K March to College, visit www.marchtocollege.org, or call Center for Companies That Care at 312-661-1010. We hope to see you there!

STUDENT REGISTRATION \$10

Transfer information from each student's registration form to the spreadsheet below

Student Information

Name _____

Phone Numbers _____

Cell: _____

Home: _____

Year of Birth _____

Emergency Contact _____

Name: _____

Relationship: _____

Phone Numbers of _____

Emergency Contact _____

Cell: _____

Home: _____

Work: _____

Type of Participation

Are you running for fun or running to win? Would you like to be a chip-timed runner?

Yes, I would like to compete as a chip-timed runner

No, I am running or walking for fun

Free T-Shirt

Please select a shirt size and category based on where you are in your college journey.

Size: _____

Adult Small

Medium

Large

XL

Category: _____

College Bound

In College

College Graduate

Like College

Waiver and Release

You (or your parent/guardian if under age 18) must agree to this waiver to participate in the 5K March to College.

I acknowledge that running and/or walking a road race is a potentially hazardous activity and that I should not enter to run or walk unless I am medically able and properly trained. I agree to abide by any decision of a race official in respect to my ability to safely complete the course. Furthermore, I understand there are risks inherent in my participation, and I assume all such risks associated with running and walking in this event, including but not limited to: falls, contact with other participants, the effects of the weather (including low temperatures and/or wind chill), traffic, and conditions of the road. Having read this waiver and in consideration of my entry, I hereby for myself, heirs, executors, and administrators waive any and all claims I may have for damages against Center for Companies That Care, Chicago Running and Special Events Management, Special Events Management, the City of Chicago, the Chicago Park District, Lakeview Citizens Council, USATF, all sponsors and individuals associated with the event, their representatives and successors, and assignees for any and all injuries suffered by me in connection with this event, including pre- and post- race activities. I hereby grant permission to CSEM and its authorized agents to use my name, photographs, videotapes, motion pictures, and any other record of my participation in this event for any purpose. There will be a \$30.00 fee for all returned checks. Unfortunately, we are not able to provide refunds.

I understand and agree to the waiver and release. I am age 18 or older.

As the parent/guardian of the Participant named above, I understand and agree to the waiver and release.

Signature _____

Date: _____

Printed Name _____

CHAPERONE REGISTRATION FREE

Transfer information from each chaperone's registration form to the spreadsheet below

Chaperone Information

Name			
Phone Numbers	<i>Cell:</i>	<i>Home:</i>	
Year of Birth			
Emergency Contact	<i>Name:</i>	<i>Relationship:</i>	
Phone Numbers of Emergency Contact	<i>Cell:</i>	<i>Home:</i>	<i>Work:</i>

Type of Participation

Are you running for fun or running to win? Would you like to be a chip-timed runner?

- Yes, I would like to compete as a chip-timed runner
- No, I am running or walking for fun

Free T-Shirt

Please select a shirt size and category based on where you are in your college journey.

Size: Adult Small Medium Large XL

Category: College Bound In College College Graduate Like College

Waiver and Release

You (or your parent/guardian if under age 18) must agree to this waiver to participate in the 5K March to College.

I acknowledge that running and/or walking a road race is a potentially hazardous activity and that I should not enter to run or walk unless I am medically able and properly trained. I agree to abide by any decision of a race official in respect to my ability to safely complete the course. Furthermore, I understand there are risks inherent in my participation, and I assume all such risks associated with running and walking in this event, including but not limited to: falls, contact with other participants, the effects of the weather (including low temperatures and/or wind chill), traffic, and conditions of the road. Having read this waiver and in consideration of my entry, I hereby for myself, heirs, executors, and administrators waive any and all claims I may have for damages against Center for Companies That Care, Chicago Running and Special Events Management, Special Events Management, the City of Chicago, the Chicago Park District, Lakeview Citizens Council, USATF, all sponsors and individuals associated with the event, their representatives and successors, and assignees for any and all injuries suffered by me in connection with this event, including pre- and post- race activities. I hereby grant permission to CSEM and its authorized agents to use my name, photographs, videotapes, motion pictures, and any other record of my participation in this event for any purpose. There will be a \$30.00 fee for all returned checks. Unfortunately, we are not able to provide refunds.

- I understand and agree to the waiver and release. I am age 18 or older.
- As the parent/guardian of the Participant named above, I understand and agree to the waiver and release.

Signature _____ **Date:** _____

Printed Name _____



LIST OF STUDENT & CHAPERONE REGISTRANTS

Transfer information from each student's registration form to the spreadsheet below and return it by email or fax to Center for Companies That Care no later than April 24th.

	<u>Name of School</u>	<u>Type of School</u> K-5, Middle School, High School, etc.	<u>Last Name</u>	<u>First Name</u>	<u>Role</u> Student; Chaperone	<u>Returned Waiver?</u> Yes; No	<u>T Shirt Size</u> Adult S, M, L, XL	<u>College Status (for T-shirt)</u> College Bound, In College, College Graduate, Like College	<u>5K Participation</u> Timed; Untimed
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Please scan and email this form to darastigdon@companies-that-care.org or fax it to Dara Stigdon at 312.533.2492. This form is due no later than April 24, 2015. In order to receive the early registration rate, payment must be received no later than April 17th.



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