



# Girls on the Run of Central Illinois

## New Site Application

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Please print clearly and complete the entire form.  
Applications should be mailed to Girls on the Run, 907 Clocktower Drive,  
Springfield, IL 62704 or emailed to [jennifer@gotrcentralillinois.org](mailto:jennifer@gotrcentralillinois.org).

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### Partner Site Information

Site/School Name \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ % of free and reduced lunches: \_\_\_\_\_

Principal (First & Last Name) \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

How did you hear about us?  5k Race  Website  Friend  Article  Other: \_\_\_\_\_

Girls on the Run of Central Illinois is currently assigned to support Sangamon, Brown, Christian, DeWitt, Logan, Macon, Mason, McLean, Menard, Morgan, Peoria, Scott, and Tazewell counties. If you are located outside of these counties, before we commit to support your county, we will need to work with you in order to develop a sustainable program plan for your community.

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### Team Readiness Checklist

While Girls on the Run of Central Illinois provides almost everything needed to run the program, the site is required to provide the following:

- Volunteers - Please complete Volunteer Information Section (p. 3). Each coach will be required to attend on session of Girls on the Run New Coach Training as well as becoming CPR certified prior to the start of the season.
  - Site Liaison (can also be a coach)
  - At least TWO Coaches

- A safe outdoor space dedicated twice per week for running. **THIS IS ESSENTIAL.** This space can be a track or a field that can be measured off for occasions when lessons require running a certain distance.  
\_\_\_\_\_
- A safe indoor space that can be utilized in the event of inclement weather. Girls on the Run meets rain or shine:  
\_\_\_\_\_
- A plan to identify potential participants, distribute registration information, and recruit participants:  
\_\_\_\_\_  
\_\_\_\_\_
- A communication plan for your coaching team, parents, and participants before and during the season:  
\_\_\_\_\_  
\_\_\_\_\_
- School Principal or Site Director signature (last page) indicating his/her acknowledgement and awareness that Girls on the Run may be delivered at your site.
- Once the application is submitted, your school will need to undergo a site readiness visit with Girls on the Run of Central Illinois staff before the application will be approved.

### Team/Practice Information

Team Type     Girls on the Run (3<sup>rd</sup> – 5<sup>th</sup> Grade)                       Heart & Sole (6<sup>th</sup> – 8<sup>th</sup> Grade)

Grades Served \_\_\_\_\_

Would your site like to be considered for more than one team (maximum of 15 girls each)?  Yes     No

Practice Days (check two, nonconsecutive days)

Monday             Tuesday             Wednesday             Thursday             Friday

Practice Time (minimum of 75 minutes; i.e. 4:00 – 5:15pm) \_\_\_\_\_

List any days that your program will not meet during the season. (Fall Break, etc.)  
\_\_\_\_\_

### Program Fees

**The program fee is \$150 per girl.** We want ensure Girls on the Run can be accessible to ALL girls. Need-based scholarships are available on a sliding scale with a minimum fee of \$25. Families requiring scholarship can apply during the registration process and can contact Jennifer Sublett, Executive Director, regarding scholarship inquiries.

# Volunteer Information

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## Site Liaison

The key roles of the Site Liaison are to be primary contact between Girls on the Run, school/site and coaching team and take the lead on the registration process (distributing information, recruiting participants, etc.)

*This person may be a Coach as well.*

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

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## Coaching Team

List the names and contact information for ALL coaching team members and their role. Please provide email addresses that are accessed regularly throughout the school year, holiday breaks and summer break as this is our main form of communication. All coaches and practice partners listed on the application will be emailed a link to register. The form must be completed PRIOR to the start of the season. *Volunteers who have not registered prior to the start of the season will not be allowed to practice with the team.*

Each team must have a minimum of TWO Coaches. The maximum number of Coaches is FOUR per team. **The maximum number of volunteers per team (Coaches + Practice Partners) is SIX.** We recommend 3-4 Coaches and 2-3 Practice Partners.

- Coach: The Coach is a volunteer position that leads each lesson and delivers the curriculum to program participants. Coaches are expected to participate in the Girls on the Run 5k Event and end-of-season Celebration. All Coaches must be CPR certified and background checked every two years. New Coaches must complete GOTR coach training prior to the start of the season.
- Practice Partner: The Practice Partner is a volunteer position that assists the coaching team in facilitating the lessons as well as provides encouragement and support to the girls during lessons. Practice Partners are expected to consistently attend one lesson per week. This volunteer does not need to attend coach training or be CPR certified, but a background check is required every two years.

Name	Email Address	Coach or Practice Partner
1.		Coach
2.		Coach
3.		
4.		
5.		
6.		

## Site Agreement and Signature

By signing this application, you agree to host a Girls on the Run team at your site and provide the necessary support listed below to ensure success. Once we receive and approve your Site Application, we will schedule a site readiness visit with the site liaison, principal/site director, and coaching team. Once the application has been approved and site visit conducted, we will email a Memorandum of Understanding (MOU) to the principal at your school in order to officially certify your Girls on the Run program site.

Girls on the Run of Central Illinois strives to build strong relationships and maintain meaningful partnerships with local schools; the result has been a vibrant network of individuals committed to making a difference in their community. As a Girls on the Run program site, you agree to provide the following to ensure a successful season:

- Provide space adequate for Girls on the Run volunteers to administer the program;
- Deliver the Girls on the Run and/or Heart & Sole program in a manner consistent with the provided curriculum and within the time frame defined by GOTR staff;
- Identify and designate a Site Liaison who will assist with dissemination of registration materials and communicate with Girls on the Run in a timely manner;
- Assist in securing volunteer support sufficient to administer the program at the site;
- Provide registration/program materials and information to all girls in eligible grades at the program site and encourage participation through announcements, communications with parents/guardians, and general school support.

Thank you for your interest in providing the Girls on the Run curriculum at your site. Please call our office at 217.726.9808 with any questions.

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Site Liaison Signature

Date

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Principal Signature

Date

### **Contact Information:**

Jennifer Sublett, Executive Director  
[jennifer@gotrcentralillinois.org](mailto:jennifer@gotrcentralillinois.org)

Lara Gephart, Program Manager  
[lara@gotrcentralillinois.org](mailto:lara@gotrcentralillinois.org)

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