



2016 PTA 5K PARTICIPATING PTA AGREEMENT

Participating PTAs agree to the stipulations in the How it Works section below. Participating PTAs also agree that the PTA 5K is about more than a fundraising opportunity, it is an opportunity to make a difference in our community. By participating in the PTA 5K, you agree to establish a Healthy Lifestyles Committee. This committee shall assess the current conditions at the school and make plans to make cooperative change, if needed, to support Healthy Lifestyles. Committees should work hand in hand with the School Wellness Council.

We agree to be an active partner in the PTA 5K!

(Name of PTA) _____

Name of Officer Agreeing to Terms

Name and Email of Contact for PTA 5K

How It Works

1. No deposit is required to participate.
2. Any 16th District PTA can participate.
3. All interested PTAs must be identified and on-board by September 15, 2016. A participating PTA must identify a contact person to the Race Director by this date as well. Email infoPTA5K@gmail.com with the name and contact information.
4. Participating PTAs must agree to start a Healthy Lifestyles Committee at their school.
5. Each school will need to have at least 2 volunteers to help on race day.
6. PTA members are expected to solicit Race Entries. You may want to pre-mark your forms with your PTA name so that your school will get credit. It would be ideal if you could solicit Race Entries with your membership outreach.
7. Finances
 - All entry fee income is tagged and associated with the PTA
 - Each PTA will receive a final financial report
 - PTAs share equally in the race costs
 - Net income (all revenue including sponsorships and race entry fees minus all expenses) will be paid 90% to all assigned PTA units and 10% to the 16th District PTA.
 - Each PTA will receive a check for their profit after all the race bills are paid. This usually takes about a month, so your PTA can expect a check around January 6, 2017.
 - No PTA will lose money. If a PTA fails to cover their share of the cost, that PTA earns a profit of \$0.
8. Each PTA controls their financial success. Race Sponsorships and Race Entries are the sources of revenue for your PTA. More revenue from your PTA means more profit for your PTA.
9. More PTAs means lowers costs for each PTA. Please encourage other PTAs to participate!
10. This letter of understanding is required before any payment will be made to a school. Any school not complying with the terms will not be eligible for payment.
11. If you are making arrangements with booster groups, you must email codes to infoPTA5K@gmail.com