

Girls on the Run of the Chippewa Valley
2004 Highland Dr. Ste P
Eau Claire, WI 54701



(INSERT DATE)

Dear Girls on the Run of the Chippewa Valley,

Thank you for this opportunity to be considered as a potential site of Girls on the Run of the Chippewa Valley (GOTR CV). **(ENTER SITE LIAISON'S NAME)**, has met all the necessary requirements as outlined in the New Site Information Packet and has discussed the program with me at length. I will be available to meet briefly with GOTR CV staff for initial site inspection in September or October.

I understand that the mission of Girls on the Run is to inspire girls to be joyful, healthy, and confident and that it uses an interactive curriculum that creatively integrates training for a 5k with lessons that build positive self-esteem and promote healthy behaviors.

I would like to offer my support of this program at **(ENTER NAME OF SITE)**. I understand that **(ENTER SITE)** will host a **(CHOOSE EITHER GOTR/Heart & Sole)** team during the Spring season, beginning last week in February thru the 2nd week in May. An outdoor space has been identified as well as an indoor space reserved for inclement weather. I will provide any necessary information to GOTR CV such as school enrollment, Title 1 status, free and reduced lunch statistics, etc. If volunteers of **(ENTER SITE)** require any additional training or certification, I will make sure that **(ENTER SITE LIAISON NAME)** and GOTR is aware of these requirements. I also recognize and have no objections if girls that don't attend **(ENTER SITE)** may also be allowed to participate.

I understand that I may need to help **(SITE LIAISON NAME)** promote the program to interested parents, staff members, and girls within **(ENTER SITE)**. **(CHOOSE ONE: GOTR/Heart & Sole)** will be allowed to provide promotional flyers, posters, banners, announcements, and updates in **(ENTER SITE)** newsletter. If able, I will help to promote the Annual Girls on the Run 5k on the May date it is set.

While I agree to the above, I recognize that **(SITE LIAISON NAME)** is the main contact person for GOTRCV and **(ENTER SITE)**. I will provide a supportive environment, but realize that by hosting a **(CHOOSE ONE: GOTR/GOT)** team at **(ENTER SITE)**, it does not require any additional work for me. If I have questions I will contact GOTRCV Council Director, at girlontherunec@gmail.com or by phone at 715-514-5075.

Please contact me at **(ENTER PRINCIPAL/SITE DIRECTOR CONTACT INFORMATION)** if you have any questions.

Sincerely,

(NAME OF PRINCIPAL/SITE DIRECTOR)

Role and Responsibilities of Administrator/Site Director

- Provide a supportive environment for GOTR/GOT team
- Discuss program with Site Liaison
- Be available to meet with GOTR CV staff for initial site visit
- Reserve an outdoor meeting space for GOTR team in Spring 2016
- Reserve an indoor meeting space (for inclement weather) for GOTR team in Spring
- Provide information to Site Liaison about school enrollment, Title 1 status, free and reduced lunch statistics, etc.
- If site has additional volunteer requirements (beyond what GOTR CV requires) provide that information to Site Liaison
- Provide opportunities for Site Liaison and coaches to promote program at Site. For example, newsletter information, announcements, emails to parents over summer, website updates, etc.
- Allow GOTR promotional flyers, banners, posters, etc. to be hung at site and/or posted on site website
- Promote (and consider attending) the Annual Girls on the Run 5k in May
- Write letter of support to GOTR CV to be submitted by Site Liaison