



Dear Community Partner,

Thank you for your interest in Girls on the Run!

Girls on the Run is an experiential program that encourages girls to develop self-respect and healthy lifestyles through running. The non-competitive, afterschool program is for girls in grades 3-8.

During the program, the girls run and play active games, talk about important issues and learn how to celebrate being a girl. Girls of all fitness levels are welcome at Girls on the Run. The 12-week program focuses on building girls' self-esteem and encouraging positive physical, mental, spiritual, and emotional well-being.

Each program site is led by a team of trained female volunteer coaches that guide girls through fun and uplifting lessons that teach specific life lessons such as dealing with friendship issues and gossip, resisting the dangers of drugs and alcohol, making healthy decisions and contributing to the community.

Along the way, the girls will train to walk or run in a non-competitive 5K (3.1 mile) community race event. Completing the 5K gives the girls a chance to shine and an overwhelming sense of accomplishment.

The Ophelia Project and Boys Initiative is the proud sponsor of Girls on the Run of Hillsborough County. GOTR of Hillsborough County is a council of Girls on the Run International. Girls on the Run was founded in 1996 in Charlotte, NC, and now consists of more than 150 councils across the United States and Canada.

Please review the enclosed documents, including the new site information and application. If you are interested in hosting Girls on the Run at your site, or have any questions, please don't hesitate to contact me at kblackman@opbi.org or 813.514.9555 ext 102.

Sincerely,

Kate Blackman
Girls on the Run Program Coordinator
The Ophelia Project and Boys Initiative

How to Start a New GOTR Site: Overview

Step One:

Identify a location to host the program. Most of our programs are run at schools, community parks, or similar venues.

The program location is responsible for providing:

- A contact person at the site to coordinate with OPBI, to distribute registration forms to all girls and to collect program fees.
- A safe place for running. Note: This does not have to be a track, a park, playground or gym is acceptable. However, it is necessary to measure off part of that area on occasions when lessons require running at certain distances (e.g., 1 mile, 3k)
- A rain site (classroom, gym, etc.)
- Meeting space (for pick-up/drop-off)
- Provide two coaches to be trained by OPBI. Note: If you are unable to provide coaches, we will attempt to match a coach to your needs.

Step Two:

Complete a site application and return to Kate Blackman, GOTR Program Coordinator at OPBI.

Step Three:

Site is contacted within one week after deadline of site applications.

Once site is approved by OPBI:

- Coaches must attend Coach Training. We require a minimum of two coaches at each site. Our Head Coaches are CPR certified and all of our coaches take part in an intensive, day-long training session before the program begins.
- Contact person at site must sign a Memorandum of Understanding with OPBI.

Step Four:

Host site and OPBI begin recruitment and registration of GOTR participants.

This includes:

- Program sites are responsible for promoting GOTR to girls and parents and for distributing registration forms. Every program site is provided with recruitment flyers and registration forms.
- Depending on agreement, either OPBI or host site collects registrations and handles enrollment in program.
- All program sites are on the same schedule, starting and ending the same week. Registration closes one week before the session begins.

Step Five:

Have a great program! The program culminates with the running of a 5K (3.1 miles) community running event. We encourage as much site participation in this event as possible. All are welcome to come out and walk, run, and cheer your girls on!



New Program Site Information

Thank you for your interest in becoming a new program site with Girls on the Run. The purpose of this document is to provide an overview of Girls on the Run and the responsibilities of program sites. Please read through all the information before submitting a New Program Site Application. If you have any questions or need clarification please contact Kate Blackman, Girls on the Run Program Coordinator, at kblackman@opbi.org or 813.514.9555 ext 102.

About Girls on the Run

Girls on the Run (GOTR) is an experiential learning program that encourages girls ages eight to thirteen years old to develop self-respect and healthy lifestyles through running. The program combines training for a 3.1 mile running event with self-esteem enhancing, uplifting workouts. The goals of the programs are to encourage positive emotional, social, mental, spiritual and physical development.

About The Ophelia Project and Boys Initiative

The Ophelia Project and Boys Initiative of Tampa Bay (OPBI) is the proud sponsor of the Girls on the Run council of Hillsborough County. OPBI is a local nonprofit with the mission to work with the community to meet the gender specific needs of youth. We offer numerous programs for girls and boys ages 8-18 at schools and community sites throughout the county.

Girls on the Run Curriculum

Our volunteer coaches facilitate a well-researched and copyrighted curriculum written by Molly Barker of Girls on the Run International. Girls on the Run has two curricula: the Girls on the Run curriculum is for girls in grades 3-5, and the Girls on Track curriculum is for girls in grades 6-8. A site can choose which age group it would like to serve, and the corresponding curriculum will be used.

Both curricula are divided into three parts to encompass the following concepts:

Part One: All About Me...Getting to Know Who I am and What I Stand For!

Part Two: Building My Team...Understanding the Importance of Cooperation

Part Three: Community Begins with Me...Learning about Community and Designing Our Own Community Project

Each lesson focuses on a specific topic and follows a five part format that provides consistency and structure for the girls' experience.

Getting on Board: The lesson begins with an activity and brief group discussion that brings the girls' focus onto the day's topic.

Warm Up: A short interactive running game that incorporates the lesson topic for that day followed by a stretching and group discussion.

Workout: A running activity related to the topic of the day. Workouts grow longer over the course of the program as the girls build stamina.

Cool Down: A stretching period and group discussion.

Closing: Coaches recognize positive individual and group behaviors. Session ends with a group cheer.

Calendar

We offer Girls on the Run twice a year, during the Fall Season and the Spring Season. Each season is 12 weeks long and consists of 24 lessons. Program sites meet twice a week for at least an hour afterschool. Each season culminates in a community 5k race event, which participants from all program sites participate in together.

Fall Season: Usually begins in late September and ends in early December.

Spring Season: Usually begins in early February and ends in early May.

Applications for new program sites are due by July 1 for the fall, and by Dec. 1 for the spring season.



New Program Site Information

Site Requirements

The Ophelia Project and Boys Initiative provides almost everything needed to run the program.

The site needs to:

- Establish a contact person at the site to coordinate with OPBI, to distribute registration forms to all girls and to collect program fees.
- Provide a safe place for running. Note: This does not have to be a track, a park, playground or gym is acceptable. However, it is necessary to measure off part of that area on occasions when lessons require running at certain distances (e.g., 1 mile, 3k)
- Provide rain site (classroom, gym, etc.)
- Meeting space (for pick-up/drop-off)
- Provide two coaches to be trained by OPBI. Note: If you are unable to provide coaches, we will attempt to match a coach to your needs.
- If requested, arrange a time and place (with OPBI) for a GOTR representative to meet with the girls and or/parents prior to program start to answer questions, etc.
- Provide a space for the end of season celebration.

Group Size

For new program sites the first session they host GOTR we require a minimum of six girls and limit each group to a maximum of 12 girls. After the first season, the minimum is 8 girls and the maximum is 15 girls.

The minimum and maximum are based upon both financial and curriculum considerations. Because much of our curriculum is related to team building and group dynamics, fewer than 8 girls may make it difficult to provide the experience we want to offer the girls. Conversely, more than 15 girls make it difficult to establish the group rapport and the depth of community we are seeking.

Participant Registration

- Girls on the Run is open to ALL girls in grades 3-5, of any fitness level.
- Girls on Track is open to ALL girls in grades 6-8, of any fitness level.
- Program sites are responsible for promoting GOTR to girls and parents and for distributing registration forms.
- Registration is open for at least one month and closes one weeks before the season begins.
- There are two methods of collecting registration forms and fees. Program sites are encouraged to decide which method best meets their needs:
 1. Through the program site: Forms are turned into a designated person at the program site and that person then mails the forms to OPBI.
 2. Through OPBI: Participants can either register online through our website or mail forms to OPBI's office.

Program Fees and Scholarships

All program participants are required to pay a registration fee. The actual cost of Girls on the Run is \$200 per girl. This fee covers supplies, use of the curriculum for the season, healthy snacks, an end of season celebration at each site, coach training, and staff support. The program fee also includes a GOTR t-shirt for each girl and the fee for the end of season 5K community race event.

We offer scholarship through a sliding scale system so that families of all sizes and income levels can make a payment they are comfortable with. The financial sustainability of our program depends on the honesty and integrity of parents to choose their appropriate registration amount. It is essential that each family contribute as much towards the full cost of the registration fee as they can afford.

New Program Site Information

Volunteer Coaches

Girls on the Run coaches are female volunteers who facilitate the easy-to-follow, well researched curriculum at each program site. Coaches *do not* have to be runners; they only need to have the desire to serve as a role model for the girls by showing positive behavior, being interactive and listening attentively. These women can be faculty, staff, parents or community members. Coaches are trained in the curriculum, facilitation, and group dynamics through an intensive one-day training with The Ophelia Project and Boys Initiative.

It is mandatory for there to always be two volunteer coaches on site with GOTR participants, preferably a head coach and an assistant coach. There may be more than two coaches at a site, but we recommend no more than three volunteer coaches at a site per day.

One of the biggest challenges in starting a new program site is recruiting volunteer coaches. We have also found that program sites are most successful when coaches are a part of the community they serve. Therefore, we recommend that coaches come from the host site. OPBI can provide coach descriptions, recruitment posters, a sample newsletter article, etc. to support new sites in recruiting coaches. OPBI also independently recruits coaches, and may assign one or more to your site based on need. However, providing a program is dependent on the coach capacity and final approval of a host site is based on coach availability. Providing coaches from the host site greatly increases chances that the program will be offered. Below is a description of volunteer coach requirements and responsibilities.

Head Coach

Requirements

- Submit a Volunteer Application to OPBI
- Attend an interview with the Program Coordinator prior to the coach training
- Attend one six-hour coach training session (if first time coaching)
- Be Child CPR & First Aid certified before the start of the session
- Consent to a background check
- Be 21 years or older

Responsibilities

- Attend the GOTR program both days each week
- Attend mandatory coach meetings (approx. two per season)
- Prepare, organize and facilitate each of the 24 lessons in the curriculum, in a manner that is consistent with GOTR and OPBI's mission and vision.
- Provide direction to assistant coaches
- Provide healthy snacks for each participant each lesson. (OPBI will provide gift certificates to shop for snacks.)
- Serve as a role model for the girls by being on time, dressing appropriately, having a positive attitude, and by leading a healthy lifestyle.
- Coach participants on proper running, stretching, pacing and hydration techniques.
- Arrive at the program site at least ten minutes before the lesson begins and wait to leave until all girls have been picked up.
- Communicate with the Program Coordinator on behalf of the site's coach team.
- Read weekly email, "Coach Corner," from Program Coordinator
- Pass along all communications from OPBI to parents/guardians
- Manage program materials
- Coordinate the Practice 5k at the program site
- Attend the graduation 5k event and supervise program participants
- Practice positive behavior management. This includes, but is not limited to: recognizing and celebrating positive behaviors, mediating disputes among participants in a prompt and respectful manner, and providing positive choices and re-direction for participants displaying disruptive or non-cooperative behavior.
- Understand and believe in the mission of Girls on the Run.



New Program Site Information

Assistant Coach

Requirements

- Submit a Volunteer Application to OPBI
- Attend one six-hour coach training session (if first time coaching)
- Consent to a background check
- 18 years or older

Responsibilities

- Attend the GOTR program one or two days a week
- Support the Head Coach in facilitating activities, handing out supplies, snacks, setting up for activities, etc.
- Provide one-on-one attention to girls as needed
- Run or walk with girls and encourage them to put their best effort into the activities
- Assist with the coordination of the Practice 5k
- Assist with the community service project
- Attend the Girls on the Run 5k event at the end of the session
- Read weekly emails, "Coaches Corner," from the Program Coordinator
- Serve as a role model for the girls
- Understand and believe in the mission of Girls on the Run

Running Buddies

Running Buddies are adult volunteers who are paired one-on-one with a participant to run/walk with them during the practice 5K and the final community 5K. Running Buddies must register through OPBI, consent to a background check and attend a one hour orientation. OPBI mainly handles this volunteer opportunity, but asks sites to help with the promotion within their community.

Site Contact

The Site Contact's role is to facilitate the smooth implementation of the program by serving as a link between coaches, participants, parents and OPBI. A volunteer coach may serve as the Site Contact – only if she is a staff member at the program site. Listed below are the responsibilities.

Responsibilities

- Secure indoor and outdoor program locations, as well as access to a restroom.
- Meet with the Head Coach before the beginning of the session and show her the above locations
- Distribute registration forms/flyers to all girls at site ages 8-11 and help with recruitment plan.
- Communicate on a weekly basis with the Program Coordinator during the registration period
- Maintain regular communication with coaches and the Program Coordinator regarding the site

The Ophelia Project and Boys Initiative Responsibilities

OPBI supports program site in many ways, including by providing the below services.

- Work with the Site Contact to recruit coaches.
- Provide a free six-hour Coaches Training for all new coaches
- Administer background checks on all new coaches
- Distribute registration information to Site Contact
- Administer registration, compile rosters and distribute to Head Coaches and Site Contact
- Provide program curriculum and materials
- Provide program shirts to each participant
- Provide program shirts to all coaches
- Communicate with coaches through a weekly e-newsletter, emails, meetings and phone calls
- Support coaches as needed
- Communicate with parents/guardians as needed
- Coordinate the 5K race, registration, fees, materials, awards, etc.
- Provide a gift certificate to coaches to be used for snacks
- Provide liability insurance that covers all participants, coaches and additional GOTR trained volunteers
- Administer recruitment, registration and training of all Running Buddies assigned to a program location.

Thank you for reviewing this information!

If you would like to apply to host Girls on the Run, please fill out the New Program Site Application. Contact Kate Blackman, GOTR Program Coordinator, with any questions at kblackman@opbi.org or 813.514.9555 ext 102.



New Program Site Application

Basic Site Information

Facility/School Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Website: _____

Readiness to Participate Criteria

While The Ophelia Project and Boys Initiative provides almost everything needed to run the program, the site is required to provide the following:

Site Contact. This person will serve as the primary contact person for OPBI and responsible for helping ensure the host site meets all requirements. This person can also be a coach.

Contact Name: _____ Title/Role at Site: _____

Contact Phone Number: _____ Email: _____

A safe outdoor location for running and activities. This can be a field, track or open playground space. The area should be separate from other children and programs. Briefly describe the available outdoor location: _____

A safe indoor space available in case of inclement weather. This must be a private area, preferably a gym, and needs to be available for GOTR and *not in conflict with other programs*. Briefly describe the available indoor space: _____

Access to a restroom. Briefly describe the location of the restroom: _____

Secure storage area for a supplies bin, snacks and water bottles. Please describe area and how it will be accessed: _____

Determine an active marketing plan to successfully promote GOTR to participants and parents (i.e. flyer distribution, blurb in school bulletin, after school info session, etc.) to ensure that a minimum of six girls register (maximum is 12). Briefly describe your plan: _____

Two female volunteer coaching candidates for your site. Please go over the "Volunteer Coaches" section in the New Program Site Information document with the women listed below.

Coach Candidate Name: _____ Title/Role at Site: _____

Phone Number: _____ Email: _____

Coach Candidate Name: _____ Title/Role at Site: _____

Phone Number: _____ Email: _____



New Program Site Application

Practice Information

For practice sessions, please identify the two days per week you would like participants to meet:

Monday / Wednesday Tuesday / Thursday Other: _____ / _____

Please identify the time frame you would like participants to meet. We meet a minimum of 60 minutes, but recommend 75 minutes.

From _____ p.m. to _____ p.m.

Facility/School Acknowledgement Information

Please have the school principal or site director sign below indicating his/her expressed interest in bringing Girls on the Run to your site.

Printed Name	Signature	Title	Date

Does the school or facility require any additional paperwork for OPBI and/or volunteer coaches to be filled out for the program to run? Yes No

If Yes, please describe: _____

Does the school or facility need to be listed on OPBI's liability insurance? Yes No

Would your site be willing to allow girls from outside your school or facility to participate? Yes No

Application Agreements

I have thoroughly read and understand the New Program Site Information document. If I have had any questions, I've contacted Kate Blackman, GOTR Program Coordinator at OPBI.

I understand that the information submitted in this application is open for discussion and subject to change at the discretion of OPBI and the site.

I understand that submitting this application does not guarantee that my location will be added as a new program site for OPBI.

Application Submitted by: _____ Title/Role at Site: _____

Signature: _____ Date: _____

Email: _____ Phone Number: _____

Mail or fax the completed application to:

OPBI, Inc.
Attn: Kate Blackman
5509 West Gray Street
Suite 100
Tampa, FL 33609
Fax: 813.574.6930

OPBI will contact applicants within one week after the application deadline has passed. Spring 2010 deadline is Dec 1.