



Girls on the Run Vermont

Registration Overview 2010

Please follow the Due Dates for Coaches timeline very closely. The dates we established are driven by three key factors:

1. The deadlines and policies we have to adhere to for GOTR International;
2. Our need to finish the registration process so we can turn our attention to the 5k work;
3. The legal (liability) and contractual implications for our council.

To give yourself the best possible chance at a smooth registration process, we suggest the following three-faceted "POM" strategy.

Planning

- Establish program meeting times, meeting location, season beginning and end dates, meeting days and time, and length of sessions. It is necessary to discuss this with the school so you can be mindful of other conflicting activities.
- Reference current season "Due Dates for Coaches" for required program start dates
- Discuss and decide on your group size – Limiting the size of your group will ensure each participant will have the optimal experience.
- Designate drop off / pick up location.
- Consult School Nurse/Guidance Counselor to assist with identifying girls that could benefit from the Girls on the Run program.

Organization

- Coach Team Meeting – Meet with team members during the winter to establish and define roles and responsibilities within your group (lessons, marketing, parental contact, registration, 5k tasks, etc.).
- Meet during the season to review issues, tweak roles, and review upcoming tasks.
- Make a plan with the school for the distribution and collection of registration materials. Find out from the school how many girls are in the grades that your program encompasses.
- Be sure to provide ALL program details on Girls on the Run/Girls on Track flyer. The more information you can give parents through the entire process and season, the better.
- Staple the program flyer to the left hand corner of purple Program Brochure and bundle for distribution to each classroom. (Note: each brochure is pre-stuffed with the Registration Health History and Consent form.)

Marketing

- We strongly encourage you to hold an **early registration** event, either as a stand-alone event or as part of another event (i.e. community health fair). This is a very efficient means of doing your registration and makes it very easy for you to submit your group's paperwork and roster to us in a timely fashion.
- Make an announcement at an all-school assembly
- Put an announcement in the school newsletter that the Girls on the Run/Girls on Track program will be offered at the school. You may want to include an invitation for parents and school staff to help coach.
- Post the GOTR VT program announcement posters at your site. (If you are conducting a parent informational/Pre-Registration meeting indicate that date on the poster and program flyer.)
- Registration materials should be distributed to all girls in grades 3-5 for Girls on the Run and grades 6-8 for Girls on Track.

Educating and preparing girls for a lifetime of self-respect and healthy living.