



**CYCLE Kids, Inc.  
Boston Athletic Association  
2017 Official Charity Program  
Application Packet**

To be considered for selection to the 2017 CYCLE Kids Marathon Team, every interested individual (even those who have qualified to run the Boston Marathon, or have an official entry) must complete an application and sign a waiver. Each application will be individually reviewed and considered, especially for personal fundraising goals, your reason for wanting to join the CYCLE Kids team, and on the timeliness of submitting a completed application.

**Your fundraising efforts will help us grant a program to a community in Fall River, Massachusetts that faces high rates of absenteeism and limited physical education time. Through the CYCLE Kids program, children in Fall River will strengthen their physical and emotional health, and gain a practical skill that they can use to get to school and stay active every day.**

It is important that you tell us as much as possible about what being a member of the 2017 CYCLE Kids Marathon Team will mean to you. The more you explain about how your personal inspiration will translate into fundraising success, the better your chances are for being selected to join our team. **Remember, the children we work with are depending on your help.**

This packet of information contains the Team Guidelines, Liability Waiver, and Application. You need to complete, sign, and date all three items and return them to us either by email at [info@cyclekids.org](mailto:info@cyclekids.org), or mail to the address below. Please remember to make a copy of these documents for your records.

If you have any questions, please let us know. We are here to help make this a fun and rewarding experience for you!

**Send Completed Applications to:**

CYCLE Kids, Inc.  
Attn: 2017 CYCLE Kids Marathon Committee  
5 JFK Street  
Cambridge, MA 02138  
[www.cyclekids.org](http://www.cyclekids.org)  
tel: 617.661.0908  
Email: [info@cyclekids.org](mailto:info@cyclekids.org)



## The CYCLE Kids 2017 Boston Marathon® Charity Program Team Guidelines

The CYCLE Kids marathon team is a member of the 2017 Boston Athletic Association Official Charity Program. CYCLE Kids will have 15 individual entries for the 121<sup>st</sup> Boston Marathon on April 17, 2017. As such, CYCLE Kids and the individuals obtaining an entry in the 2017 Boston Marathon through CYCLE Kids are subject to certain terms and conditions in order to obtain such entries. Submitting a completed application does not entitle you to entry into the 2017 Boston Marathon. Your application must first be approved by CYCLE Kids and you must be selected by CYCLE Kids, in its sole discretion, to represent the CYCLE Kids Marathon Team. If you are selected to receive an official number, you will need to abide by the Terms and Conditions outlined below.

FAILURE TO COMPLY WITH THE FOLLOWING TERMS AND CONDITIONS COULD AFFECT YOUR APPLICATION AND/OR ENTRY. PLEASE READ THE FOLLOWING CAREFULLY AS YOU WILL BE REQUIRED TO SIGN BELOW TO INDICATE YOUR COMMITMENT TO ABIDE BY THESE GUIDELINES.

### Terms and Conditions

#### Application Process

All applications must be received by the CYCLE Kids Marathon Committee by November 10, 2016. You will be notified by December 1, 2016 at the latest of your acceptance to be a member of the team. We will be accepting applicants on a rolling basis. You will hear from CYCLE Kids by email.

Once you have submitted your application, CYCLE Kids may contact you by phone to discuss your application further. Your selection to become a member of the 2017 CYCLE Kids Marathon Team will be conditioned upon your execution and delivery of the B.A.A.® registration materials and such other documentation as may be required by CYCLE Kids, including an application, and a liability waiver. Failure to execute and deliver such documentation in a timely manner will result in a rejection of your application and revocation of your selection. **If invited to join the CYCLE Kids marathon team, you have 48 hours to let us know your decision.**

**A non-refundable \$100 application processing fee** will be charged to your card when you submit your application.

#### Fundraising Commitment

The 2017 Official Charity Program is intended to help charities selected by the Boston Athletic Association raise funds to support their operations and mission. By submitting an application to join the CYCLE Kids Marathon Team, you acknowledge and agree that **it is your obligation to secure donations to CYCLE Kids at least equal to the \$5,000 minimum funding requirement** and in return receive an individual entry for the 2017 Boston Marathon scheduled for Monday, April 17, 2017. Priority will be given to applicants who can demonstrate the ability to raise more than the minimum commitment.

***Valid credit card information must be included with your application to apply for the CYCLE Kids Marathon team. MasterCard, Visa and American Express are accepted.***

- To ensure that all of the runners on our team are committed to meeting their fundraising goals and completing the marathon, CYCLE Kids encourages each runner to meet fundraising milestones each month
  - **A minimum of \$500 by Monday, December 19<sup>th</sup>, 2016.**
  - **A minimum of \$1,500 by Monday, January 16<sup>th</sup>, 2017.**
  - **A minimum of \$3,000 by Monday, February 13<sup>th</sup>, 2017.**
  - **A minimum of \$4,000 by Monday, March 20<sup>th</sup>, 2017.**
  - ***The full minimum donation amount of \$5,000 is due by Friday, May 5, 2017.***

***In the event that you do not meet the final fundraising commitment of \$5,000, CYCLE Kids reserves the right to charge the balance owed to your credit card. If you continue to fundraise after your credit card has been processed for the remaining balance due, we will reimburse you upon written request. We will no longer reimburse your card after May 19, 2017.***

### **Cancellation Policy**

You will have 48 hours from the date you accept a position on the CYCLE Kids marathon team to withdraw. Your \$100 application processing fee is not refundable. If you notify Julianne Idlet ([jjidlet@cyclekids.org](mailto:jjidlet@cyclekids.org)) **in writing by 48 hours after acceptance of a marathon number from CYCLE Kids** that you will not be able to train for and/or run the Boston Marathon on April 17, 2017, you will not be responsible for the fundraising minimum. **After 48 hours, you are responsible for raising the \$5,000 by Friday, May 5, 2017 even if for any reason, including injury, you are unable to complete the marathon.** Your credit card will be charged for the remaining balance owed after Friday, May 5, 2017. CYCLE Kids will not refund any donations previously received.

### **Wait-list**

In addition to selecting 15 official runners to receive charity numbers for the Boston Marathon, CYCLE Kids will maintain a wait-list of 5 runners who will be prepared to step in should any of the official runners have to drop out. If a wait-listed runner is called upon to run the marathon for CYCLE Kids, he/she will be responsible for raising the full \$5,000 by Friday, May 5, 2017. The wait-listed runners will know whether or not they have an official number by December 15, 2016. If you are put on the wait-list and decide you are no longer interested in running for CYCLE Kids, you must notify CYCLE Kids of your decision immediately. If an applicant is wait-listed, he/she does not have any fundraising obligation to CYCLE Kids until they become an official team member.

### **Time Commitment & Resources**

Runners are expected to train and fundraise extensively to ensure they meet their financial commitment and complete the marathon. CYCLE Kids will provide monthly training sessions and planning meetings to support runners' efforts, which will be held in person or virtually. These meetings and training sessions are to support your Marathon goals and ensure that this is a positive experience for the entire team. CYCLE Kids will provide fundraising tips, promotional materials, training program information, organized group runs, and race day advice. This is a serious event for CYCLE Kids and the children we serve. **It is our obligation to children in Massachusetts and across the country to gather a team of dedicated runners that will strongly support their future health and success.**

## Matching Gift Policy

This is an easy way to increase your marathon donations. Many companies match employees' charitable contributions. ***We encourage you to check with your employer to see if your company has this program, and we encourage you to ask donors if their employers match gifts.*** Many companies issue matching gift checks quarterly or semi-annually: therefore if you plan to use a match to reach your minimum, it is your responsibility to contact the matching company to ensure the check will be issued before April 1, 2017. If the company's match cycle is past April 1, 2017, the match cannot count toward your minimum funding requirement. You will need to notify CYCLE Kids as soon as possible about the date of any company-matched contribution and of any information CYCLE Kids needs to supply the employer.

## B.A.A.® Registration

On or before February 10, 2017 CYCLE Kids will register the individuals that have qualified for the CYCLE Kids Marathon Team with the B.A.A. **The B.A.A. charges a \$355 registration fee** for each runner. This fee does not count toward your fundraising commitment for CYCLE Kids. This fee can only be paid by credit card (debit cards will not be accepted). Once a runner's credit card has cleared with the B.A.A. the RUNNER will receive an email confirmation of acceptance and a postcard by mail. Names of accepted runners will be posted at [www.baa.org](http://www.baa.org). **You should NOT contact the B.A.A. directly to secure your number.**

AN INDIVIDUAL ENTRY/NUMBER IS NON-TRANSFERABLE. ANY ATTEMPTED TRANSFER OF SUCH NUMBER MAY RESULT IN REVOCATION OF YOUR RIGHT TO PARTICIPATE IN THE 2017 BOSTON MARATHON. IN SUCH CASE, YOU WILL STILL BE RESPONSIBLE FOR YOUR FINANCIAL COMMITMENT TO CYCLE KIDS.

## Other

- **Age**  
You must be at least 18 years old on April 17, 2017, to be an official member of the CYCLE Kids Marathon Team and an entrant in the Boston Marathon.
- **Qualified and other official entrants**  
Qualified and other official entrants are welcomed and encouraged to participate with the CYCLE Kids Marathon Team. CYCLE Kids Marathon Team members who are Boston qualifiers or who have official entries from other sources are responsible for their own race registration.
- **E-mail**  
Please make sure you can accept e-mail from e-mail addresses with the "@cyclekids.org" extension (i.e. if you run spam filters, be sure to exclude these addresses from your list of blocked user-ids). The primary method of communication between you, the other members of the CYCLE Kids Marathon Team and your coach will be by email. Please make sure we have your current and correct email address.

**Key Milestones**

- Acceptance Deadline: 48 hours after you are offered a number
- Cancellation Deadline: 48 hours after you accept a spot on the CYCLE Kids team
- \$500 Fundraising Goal: Monday, December 19<sup>th</sup>, 2016
- \$1,500 Fundraising Goal: Monday, January 16<sup>th</sup>, 2017
- B.AA. Registration Completed By: February 10, 2017
- \$3,000 Fundraising Goal: Monday, February 13<sup>th</sup>, 2017
- \$4,000 Fundraising Goal: Monday, March 20<sup>th</sup>, 2017
- Final Fundraising Deadline (Minimum of \$5,000 Due): Friday, May 5<sup>th</sup>, 2017

I hereby accept and agree to the terms and conditions as set forth above in the "Team Guidelines".

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

**CYCLE Kids, Inc.  
LIABILITY WAIVER**

I agree to assume all responsibility for any and all risk of damage or injury that may occur to me as a participant on the 2017 CYCLE Kids Marathon Team. In consideration of applying for and being accepted for this event, I hereby, for myself, my heirs, executors and administrators, release and discharge CYCLE Kids, Inc., their employees, volunteers and consultants, the Boston Athletic Association and any and all sponsors of the Boston Marathon and CYCLE Kids, Inc. from all claims, damages, rights of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of, or in incident to, my preparation for and participation in this event. I further agree to adhere to all stipulations of the Boston Athletic Association's Entry Form and Runner's Agreement, Waiver, Release and Acknowledgement as required for official entry in the Boston Marathon on April 17, 2017. I certify that I am aware of the physical demands and hazards of training for and participating in a marathon, and that I am physically fit and will train sufficiently for participation in this event.

I grant permission for the use of my name and/or picture in any broadcast, photography or other account of this event. After acceptance onto the 2017 CYCLE Kids Marathon Team, I agree to provide a current or recent photograph of myself upon request from CYCLE Kids.

I agree to the terms and conditions stated above in the CYCLE Kids Liability Waiver.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print your name \_\_\_\_\_

**2017 CYCLE Kids Marathon Team Application**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age on April 17, 2017: \_\_\_\_\_

Singlet size: \_\_\_\_\_ Shoe size \_\_\_\_\_

Employer: \_\_\_\_\_ Title: \_\_\_\_\_

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Does your company have a matching gifts program? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Credit Card Information**

Type of card: MC / Visa Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

**Method of Contact**

Please contact me at \_\_\_\_\_ Home \_\_\_\_\_ Work

Best time to contact me \_\_\_\_\_

Best way to contact me \_\_\_\_\_

**Emergency Contact Information**

Emergency contact name \_\_\_\_\_

Emergency contact phone number \_\_\_\_\_

Relationship to emergency contact \_\_\_\_\_

In order to help us choose a team that will provide you with the most rewarding experience, we need to know a bit about you. Please help us get to know you by answering the following questions.

### **Athletic Background and Interests**

Briefly describe your interest in running.

What is your average race pace, long run pace, and recovery pace? (a range is fine.):

Have you participated in any prior marathons? If so, when, which ones, and what were your times?

Have you participated in running races before? When? What types? What were your times?

What other sports or athletic activities do you currently engage in, if any?

What role has sports and athletics played in your life?

Do you have any prior injuries or concerns about your ability to complete the marathon? If yes, please explain.

We will be holding regular monthly meetings for group training and planning. Do you foresee any conflicts in attending these meetings?  Yes  No

If yes, what is the reason?

### **Fundraising Experience**

Have you participated in a marathon, road race, or other athletic charity program before?  Yes  
 No

If yes, for which charity(s) and how much money did you raise?

What will your fundraising goal be if selected for the CYCLE Kids Marathon Team?

(Minimum required is \$5,000. This is the amount set by the B.A.A. and the maximum that you will be responsible for. However, we encourage you to set a higher goal to strive for to support the CYCLE Kids mission.) \$\_\_\_\_\_

What will be your (if any) personal donation? \$\_\_\_\_\_

What are your ideas for raising funds to meet your fundraising goal?



**About CYCLE Kids, Inc.**

How did you hear about the 2017 CYCLE Kids Marathon Team?

Please describe why you would like to run for CYCLE Kids. How does the program resonate with you?

What other nonprofits or community organizations are you involved with? What was your fundraising experience for these organizations?

What role have you had in these organizations?

Would you like to be involved with CYCLE Kids after the marathon? If so, in what capacity would your experience or desire to help out best fit?

I confirm that the information provided in this application is true and accurate to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print your name:** \_\_\_\_\_

CYCLE Kids is committed to helping children overcome adversity and improve their physical and emotional health. Thank you for your interest in running for CYCLE Kids and raising much needed funding to help kids living in low-income communities and in poverty succeed and live healthy lives! We appreciate the time you took to fill out our application. You will hear from us within two weeks from the day we receive your application. Good luck!