



Best Foot Forward 8K

FREQUENTLY ASKED QUESTIONS



HOW CAN YOUR ORGANIZATION PARTICIPATE?

- Be a 501(c)(3) organization, program of a registered 501(c)(3), public school program, local government entity or faith based organization demonstrating that funding will be used for charitable purposes on the Virginia Peninsula.
- Additionally, in order to participate, you **must** submit your organization's profile on our "In Pursuit of Community Excellence" form found on our web site if you have not already done so. If your name appears on the "affiliates" section of our site, you are already qualified to receive funds. The link below is for the Community Excellence form:
<http://www.pcfvirginia.org/affiliates/Community%20Excellence%20Flyer.pdf>
- Please **FAX** the completed form to 757-327-0865 **prior to June 30, 2010**, for review and approval.
- Have **at least one paid entrant** from your organization participate in the race.
- Entry forms for the race are available at the Runner's Source store in Port Warwick on William Styron Square, Newport News, or at the race web site: www.bff8k.com.



WHAT ARE THE COMMUNITY FOUNDATION'S RESPONSIBILITIES?

- The Foundation provides all promotional and marketing materials for the event.
- All donations are received, tallied, processed and held by the Foundation. The Foundation acknowledges donors with a tax receipt and records the gifts in funds named for the beneficiary organization(s).
- The Foundation also creates and administers the run with the help of community volunteers and Ceres Communication Concepts.



HOW DO NON-PROFITS RAISE FUNDS?

- Organizations invite their donors to give to the Community Foundation through the **Best Foot Forward 8K**.
- Get creative in letting the community know your organization is participating! You can use the **Best Foot Forward 8K logo** in your newsletter, postcards, etc.; contact the Foundation to have it e-mailed to you.
- Encourage friends, volunteers and donors of your organization to run or walk on behalf of your organization.
- Runners that "place" in their age category in the 8K competitive race can designate their winnings to their favorite participating organization.



HOW ELSE CAN I WALK AWAY WITH CASH FOR MY NON-PROFIT?

Race winners may also designate their prize money to participating organization(s).

www.bff8k.com