

Team Framingham Boston Marathon 2020 Charity Application Guiding Principles

- Charity partners to benefit from Team Framingham 2020 fundraising will be selected by random drawing. Five charity partners will be chosen for the 2020 race.
- Charities will be accepted into the lottery by submitting a complete and verifiable charity application in advance of the submission deadline. All submissions will be reviewed for eligibility by the Mayor's office.
- Approved, eligible applicants will each receive one entry chance in the random drawing.
- Selection in the 2020 lottery is valid for the 2020 race only, for the selected charity only. Selection is non-deferrable and non-transferrable.
- Prior to applying, please be aware of the following expectations for selected charities:
 - Attend required charity orientation, date TBD in November.
 - Establish and manage the online fundraising campaign on Crowdrise, following specific instructions from the Boston Athletic Association and Team Framingham Steering Committee.
 - Actively oversee and reconcile runner fundraising, including trouble-shooting and working directly with Crowdrise tech support as needed.
 - Report runner fundraising totals at regular intervals, as defined by Team Framingham Steering Committee.
 - Actively support their runners' fundraising efforts by making donor introductions, using their connections to encourage donations, planning fundraising events, etc.
 - Send at least one representative to each team meeting (to be held every 4-6 weeks).
 - Secure two (2) banner sponsors for each of their runners. Charities will be responsible for identifying the sponsors, coordinating the online donations, collecting and posting sponsor logos in accordance with banner program deadlines.
 - Coordinate with other selected charities to plan and staff one water stop in each of the two organized Charity Day long runs (one in February, one in March, dates TBD).
- If selected in the lottery, charity partners will be required to attend a charity orientation session in November. At least one member of the charity's leadership team must attend.
- **Selection in the lottery does not guarantee assignment of Team Framingham runners or fundraising.** By law, the Team Framingham Steering Committee is not allowed to require runners to select any specific charity and cannot steer them towards any charity. Note that in past years, there have been charities with 10+ runners and others with one or two. To date, there has not been a situation where a charity had zero runners, but this is a possibility and no intervention is allowed to influence runner decisions.
- Charities will be given the opportunity to engage with runners and provide information about their programs in a late-November or early December meeting. In this meeting, charities may setup tables and provide literature and other information about their programs. Modest give-aways are allowed,

although charities are asked to focus on their missions vs. excessive perks. This will be the only allowable engagement with runners before they make their charity selections. If charities would like to follow up or provide additional information to runners, they will be asked to send it to the Team Framingham Steering Committee directly, to be disseminated to all runners simultaneously.

- Selection in the 2020 lottery does not guarantee or prevent a charity from participation in Team Framingham in future years.

Please complete and review your application and the checklist below carefully! Applications that are incomplete or contain materially incorrect information will not be considered.

APPLICATION DEADLINE: 4PM on Friday, October 25, 2019. RANDOM DRAWING: Tuesday, November 12, 2019

Please deliver completed application and this checklist (hand deliver or mail) to:
Jennique Horrigan - Marathon Bibs. Mayor's Office – Memorial Building, 150 Concord Street 01702

Checklist:

- Completed Team Framingham Charitable Organization Application (this form, **both sides**).
- Articles of Organization with all amendments.
- Annual Report filed with Secretary of the Commonwealth within past three years.
- Copy of either:
 - o IRS 501(c)(3) Determination Letter
 - o IRS 501(c)(3) updated Affirmation Letter

The IRS recommends obtaining an updated Affirmation Letter by calling 1-877-829-5500 and selecting #4 on the automated answering menu to speak with a representative.

Organization Name:	
Organization Address:	
Organization's location in Framingham:	
Organization's internet website link:	
Organization's fundraising platform name and internet website link for Team Framingham donations:	Note – all Team Framingham charities will be required to use Crowdrise as the online fundraising platform for the 2020 program.
Primary contact person's information:	Name: Title: Telephone: Fax: Cell: Email:
Organization's I.R.C. Section 501(c)(3) purposes (check all that apply): Please provide additional information in the Purpose of Organization statement on reverse side of this application.	<input type="checkbox"/> Animal protection <input type="checkbox"/> Arts and culture <input type="checkbox"/> Education (children) <input type="checkbox"/> Education (adult) <input type="checkbox"/> Elders/Seniors <input type="checkbox"/> Eliminating prejudice and discrimination <input type="checkbox"/> Food and Nutrition <input type="checkbox"/> Health and Safety <input type="checkbox"/> Library <input type="checkbox"/> Parks and public spaces <input type="checkbox"/> Sports and recreation <input type="checkbox"/> Veterans

Purpose of organization and connection to the Framingham community (100 words maximum):

I/we have read and understand the guiding principles provided with this application form (please sign):

Signature:
