Run/Walk Events Guide

1. **Decide on a Fair Participation Fee**
   - Determine a fair participation fee or flat donation starting rate participants must pay. This event is fun to host, but you also want it to be profitable!

2. **Utilize your Scholarship Knowledge**
   - Ask for sponsorships from local businesses. Have different businesses provide different needs for your event – water, food/snacks, towels, nametags, medals/ trophies, etc. Be sure to provide them with some benefits in exchange for their generosity!

3. **Get the Proper Approval**
   - It is important to get the proper approval at least six months prior to the event. If the race is hosted on campus, ask the administration for a point-of-contact. If the race is held at a park, it is best to reach out to your area's local parks & recreation department directly. If the race is being held on a main road the local police department should be your first point of contact. Once given approval the campus police or local police can staff the necessary areas during the race.

4. **Safety First**
   - Prior to the race contact campus health services, or local EMT to get someone on site in case of an injury. Be aware of which buildings on the route have AED (Automated External Defibrillator) machines inside. Identifiable water stations would also be helpful to keep the participants hydrated.

5. **Make your Race as Easily Assessable as Possible**
   - Making signs that point to the race and guide the runners/walkers throughout the trail. The more straightforward and descriptive the better.

6. **If you do not have the resources to host a run or walk... attend a local one!**
   - Several organizations host a 5K event, so rally your chapter together to participate in one that aligns with Alpha Phi Foundation, or a separate charity close to your chapter. Great options to start with would be the America Heart Association, local hospitals and care centers, or any other heart-related organization.

Ready to share your event with Alpha Phi Foundation? Submit your event today!
Questions? Contact ChapterGiving@AlphaPhiFoundation.org