



www.getingear.com

Get in Gear, Inc.
P.O. Box 50739
Mendota, MN 55150

Office: 651-528-8284 Fax: 612-722-5414
Email: giginfo@getingear.com

GET IN GEAR 2017 CHARITABLE DONATION VOLUNTEER GROUP AGREEMENT FORM

Volunteer Group Name: _____

Volunteer Group Contact Name: _____

Phone No.: _____

Email Address: _____

Charitable Organization: _____

Address: _____

Charitable donation to be used for: _____

_____ agrees to provide the following:

1. A minimum of 30 volunteers for the 2017 Get in Gear events. If children will be part of volunteer group, they must be 14-18 years of age, able to move swiftly when necessary and be able to take direction from others. There must be a one-to-one ratio of adults to children.
2. Names of all volunteers and their t-shirt sizes to Get in Gear office by six (6) weeks prior to race day, **Saturday, April 29, 2017**.
3. A liaison to work with GIG office staff once volunteer position has been assigned.
4. Members of volunteer group must be able to take direction from GIG staff and/or own supervision.
5. Said volunteer group must be able to fulfill time commitment of said volunteer position.
6. Said volunteer group must come prepared for race day weather: rain or shine, warm or cold.
7. Volunteers who can move swiftly if and when necessary and move/lift boxes and/or tables should your volunteer position require that.
8. A post-race summary report to be received in GIG office within 1 week after event before charitable donation is paid to said volunteer group.
9. Provide GIG office with name and mailing address in order to be sent donation check. The donation check **MUST BE** cashed within 30 days of receipt.

Get in Gear, Inc. agrees to provide the following:

1. T-shirts to all volunteers.
2. Charitable donation in the amount of \$500.00 to be sent to the charitable organization listed above.

Please complete and sign this form. It can be emailed to giginfo@getingear.com or sent by mail to: Get in Gear Inc., P.O. Box 50739, Mendota, MN 55150. After reviewing the completed form, the Get in

Gear office will be in contact with the Volunteer Group Contact listed above within two (2) weeks. Volunteer group positions are filled on a first-come, first-served basis with larger volunteer groups receiving higher consideration. The GIG office staff will be in contact with the Volunteer Group Contact again within six (6) weeks prior to event to give detailed instructions related to the volunteer group position assigned to your volunteer group including race day duties, volunteer sign-in, parking, etc.

Thank you for volunteering at the Get in Gear events! We look forward to working with your group on Saturday, April 29, 2017.

GET IN GEAR, INC.:

BY: _____ **ITS:** _____ **DATE:** _____
Paulette Odenthal **Executive Director**

_____:

BY: _____ **ITS:** _____ **DATE:** _____