VININGS DOWNHILL 5K – RUN FOR THE KIDS TIMELINE

Our race is held on a Saturday in August-September depending on the schedule at Lovett, which is our finishing line and also our bus service. In 2015 it will be August 8th. In 2016 it will be August 6.

Over the years the race committee has broken down what needs to be done on race day. Club members (even former members), spouses, children, and organizations/sponsors we work with throughout the year are all assigned different jobs. This task list is mailed out to all members to confirm they are available and ready to perform the assigned duties.

A few days before race day, members gather in the afternoon at a nearby restaurant and stuff the 1,500 race bags with coupons and promotion items from sponsors. This usually takes about four hours. Then there is an informal “happy hour” gathering at the restaurant to celebrate that the bag stuffing is completed.

Within two weeks following the actual event, the race committee convenes and compiles suggestions, issues, concerns, and recommendations for improving the race for the upcoming year.

During this same two week time period, the finances are updated, reviewed, and checked to determine what funds were raised. As we rely heavily on sponsors to finance the race, getting payment from them can take longer than anticipated.

A year long process begins of seeking out sponsorships from businesses. Monthly meetings are held to determine how this is going, to make plans for the actual race day (i.e. t-shirts, equipment, schedule, volunteers, registration, awards, the celebration at the Vinings Jubilee, food to be served, scheduling a DJ, sound system, porta-potties, stuffing of race bags, police/security, and publicity etc.) See attachment with expense list to see what needs to bearranged or contracted for.

In November the grant process begins with the updated grant proposal being posted on our website. Announcements are made inviting organizations to apply. The Grant Committee meets for about three hours and reviews the applications using a rubric (see attachment) developed to focus the discussion and to objectively assess the organizations proposal. We also access the website Charity Navigator and the organization’s website, if they have one, to gather further information. At the end of the meeting, the grant recipients are identified and the chair of the committee notifies them of the upcoming Grant Awards Luncheon.

In late January, all recipients and sponsors are invited to join us for lunch. At this gathering our sponsors are recognized and the recipients get to give a brief “elevator speech” about their organizations. We have gifts for the sponsors and checks both big and little for the grant recipients.

Because this is a larger than usual meeting, the meeting location must be alerted to the additional attendees and have plenty of seating and enough food prepared.