



233 FOURTH STREET 518/273-5552
 TROY, NEW YORK 12180 FAX 518/273-0647
WWW.USATFADIR.ORG EVENTINFO@USATFADIR.ORG

Proud organizer of the Freihofer's Run for Women programs.
www.freihoferstrun.com runninginfo@freihoferstrun.com

March 23, 2009



21st Community Walk - Saturday, May 30th – 8AM



Dear Non-Profit Coordinator,

It's time once again to start planning for this year's Freihofer's Community Walk. On behalf of the Freihofer's Baking Company, we welcome your continued participation and support of this wonderful community event. This year marks the 21st anniversary of the walk and it will be held on Saturday, May 30, 2009. We invite you to join us this year at our old start time of 8AM.



We are pleased to continue to offer non-profits this fundraising opportunity. Last year 58 organizations participated and raised approximately \$37,000. This is an excellent way for your organization to receive media exposure and increase the general public's awareness of your cause. We hope you will plan on joining us again this year.



The Freihofer's Community Walk is held in conjunction with the Freihofer's Run for Women. As in the past, we provide participating non-profits with entry/pledge forms, pre-registration services and all course and equipment setup. Plus Freihofer's will provide T-shirts, entertainment and refreshments for you and your walkers.

2009 Sponsors



This year's Freihofer's Community Walk begins at 8:00 a.m. As the Non Profit Coordinator, you will need to be there between 6:30 a.m. and 7:00 a.m. to check in your walkers. The course begins and ends at the Empire State Plaza on Madison Avenue and winds through picturesque Washington Park. The Walk will end at 9:20 a.m. Walkers are encouraged to walk at their own pace within this time frame.

The Freihofer's Community Walk is held in conjunction with the Freihofer's Run for Women, Kids' Run, USA 10 km Race Walk Championships and the CapitalCare Health & Fitness Expo.



Printed entry/pledge forms, posters, and publicity tips will be available for you to pick up during a two week period at the Freihofer's Run for Women office located at 233 Fourth Street in Troy. **Please refer to the attached card for directions and pick-up schedule.** Walk staff will be available to answer your questions.



If you would like to participate in the 2009 Freihofer's Community Walk please **complete the attached agreement form and information sheet** and respond by mail or fax by **March 27, 2009**. As soon as your organization submits these documents, your walkers can register on our web site at www.freihoferstrun.com/community_walk.htm Response by this date will ensure your group is listed on the printed Walk entry form and in all advertising. Late registration will enable you to participate but your organization will miss out on the promotion we provide.



We look forward to working with you in making this another successful Freihofer's Community Walk. If you have any questions, please call the Freihofer's Run for Women office at 273-5552.

Sincerely yours,



Crystie Weatherby-Hilt
 Freihofer's Community Walk Director

Attachments





Printed entry/pledge forms, posters and publicity tips will be available for you to pick up during a two week period at the Freihofer's Run for Women Office located at 233 Fourth Street in Troy.
Please see schedule below for pick-up date and time.

Pick-up Schedule:

Monday 4/13 - 9:30am to 6:00pm	Monday 4/20 - 9:30am to 6:00pm
Tuesday 4/14 - 9:30am to 6:00pm	Tuesday 4/21 - 9:30am to 6:00pm
Wednesday 4/15 - 9:30am to 6:00pm	Wednesday 4/22 - 9:30am to 8:00pm
Thursday 4/16 - 9:30am to 7:00pm	Thursday 4/23 - 9:30am to 6:00pm
Friday, 4/17- 9:30am to 5pm	Friday, 4/24- 9:30am to 5pm

Directions to Freihofer's Run for Women Office 233 Fourth Street Troy NY 12180

From Albany:

Take **I-787 N** to exit **7E** onto **Menands Rd/Menands Bridge Rd/NY-378**
Once over the bridge, **move to left lane**.
Follow **Route 4 North**.
At 3rd traffic light bear right, continuing onto **Route 4 North**. (Smith's Transmission is on the left)
Drive for 1.2 miles to office on the left on the **corner of Washington Ave & Fourth St.** (Yellow brick building)

From 90 East:

Take exit **6A** to merge onto **I-787 N**
Continue on **I-787 N** to exit **7E** onto **Menands Rd/Menands Bridge Rd/NY-378**
Once over the bridge, **move to left lane**.
Follow **Route 4 North**.
At 3rd traffic light **bear right**, continuing onto **Route 4 North**. (Smith's Transmission is on the left)
Drive for 1.2 miles to office on the left on the **corner of Washington Ave & Fourth St.** (Yellow brick building)

From 87:

Take **Exit 7** to merge onto **NY-7 E** toward **Cohoes/Troy**. Take the exit **Downtown Troy**
Continue straight on **6th Ave**, crossing **Federal Street** at the light.
Go to end of the street and take a **right onto Congress Street**.
Take next **left onto 5th Ave**.
Continue for **3 blocks** and take a **left onto Washington Street**.
Go 2 blocks straight to **Fourth Street**.
Destination will be on the **corner of Washington Ave & Fourth St.** directly in front of you (Yellow brick building)

If you have questions please contact Bruce at 273-5552 or email bruce@usatfadir.org.



2009 Freihofer's Community Walk Non-Profit Agency Agreement Form

(Fill in Agency Name Here) _____

As a participating non-profit in the Freihofer's Community Walk, agrees to the following:

- The participating group, named above, is an officially registered not-for-profit group with the NYS Department of State.
- All participants must use the pledge kit provided by the Freihofer's Community Walk.
- Agency participation in the Freihofer's Community Walk shall not imply that the Freihofer Baking Company endorses the non-profit's activities or use of funds.
- Under no circumstances will the participating non-profits use the Freihofer's Run for Women logo, name, or affiliation without obtaining prior written approval from Freihofer's Run for Women.
- The Freihofer's Baking Company has no responsibility for the collection of pledges and the distribution of the funds raised by the agency through The Freihofer's Community Walk.
- Participating non-profit agencies agree to utilize the Freihofer's Community Walk only as a fund raising vehicle and not for public education or any other purpose.
- Non-profit agencies will maintain a table (provided by the event) the day of the Freihofer's Community Walk for the purpose of registration. **Each agency will have a representative present at the agency table the day of the event. They will register their walkers using the sheets provided at check-in, and provide registration and statistical information when checking out at the Administration tent at the conclusion of the Walk.** Agency representatives **MUST** arrive and check-in at the Freihofer's Community Walk Administration tent by **6:30 AM on the day of the event, agencies must be ready to register walkers by 7:00 AM.**
- Freihofer's Community Walk representatives will not be responsible for any personal items left at the tables during the Walk or after the Walk.
- The Freihofer's Community Walk will provide refreshments for all walk participants and T-shirts to the first 1000 walkers on a first come first serve basis.
- Each non-profit Coordinator **must check out** at the Walk Administration tent as soon as possible after the Walk begins. The information needed is the total number of walkers and the total amount of money raised by the NP organization from the walk. This information shall be submitted to Crystie Weatherby-Hilt, Community Walk Director or her designees, and will be used to publicize the total amount of money raised at the event on behalf of all agencies. The dollar amount of donations received after the day of the event should be reported to the Walk Director as soon as possible so the event statistics are accurate as possible.
- The Freihofer's Community Walk is insured through the USA Track & Field general liability insurance policy as a benefit of being sanctioned by USA Track & Field. Specifics on limits and extent of coverage can be provided upon request.

Contact Name: _____

Title: _____

Authorized Signature: _____

Please fax/mail by March 27, 2009 to: USATF Adirondack Association
Attention: Community Walk
PO Box 1200
Troy, NY 12181-1200
Fax: (518) 273-0647