



5K Walk/Run Manual



Sample Walk/Run Logos and Names

To promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families.



5K Walk/Run – One Step Closer to a Cure

In support of your efforts to promote research and education for the diagnosis, treatment and cure for mitochondrial disorders, UMDF has designed this outline to be used whenever a Walk/Run fundraising event is being organized. UMDF would like this manual to serve as a springboard to success. It's meant to ensure that we cover all areas of organizing a Walk/Run but it should never restrict your creativity.

Whether you are planning your first Walk/Run fundraiser or your fifth, the following is a useful resource to help guide you through the planning stages. The manual should help you:

- Determine which committees are necessary for your event
- Plan a budget
- Set a race timeline
- Secure publicity for your event
- Set up race course, registration and pledge materials
- Get a better idea of expectations before, during and after the race

In the planning stage of a Walk/Run event, we recommend event planners use the following information. While it is hard to determine certain quantities and amounts of monies in order to plan your preliminary budget, we have found that a fair baseline for the amount of people to expect and plan for is 50-150 walkers. For an event this size, the recommendation for brochures is 500-1,000 and 50 posters. The **estimate** may vary depending on your area, target groups and printing fees. The estimate will also vary depending on whether you utilize the race brochure as an advertisement, registration or pledge form.

These are baseline figures. As you survey your demographic area, do some research on which other organizations have Walk events, how they are promoted and what kinds of sponsors have been acquired. If you have never attended a Walk event, we **recommend that you attend and participate in a Walk event in your area**. This will serve you in several different areas. You can see the set up, flow of registration, how sponsors are displayed, how the course is organized, awards and prize ideas, signage and parking.

SET A GOAL. In setting your goal, you will utilize the research information your group has gathered. Move ahead with the budget and set a goal based on your break even point.

Any decision to disburse funds to an item or area should be decided and voted on by the Steering Committee.

Organizing Committees

A crucial step in organizing a successful Walk/Run is to establish committees. In the planning stages of your event, choose the committees that fit the particular needs of your event. The following organization committee information is used as a guide for most of our large walk/run events. Your event may need all, some, or different committees depending on your needs. The Steering Committee consists of a Committee Chair, Treasurer and Event Committee Chairmen. Steering committee members are responsible for planning and overseeing all activities associated with the event including developing a preliminary budget.

Steering Committee Chair

The Committee Chair is responsible for running meetings. As the facilitator you need to run a meeting that will flow in order that the group may “do its work” in a fair and timely manner. The Steering Committee Chair supports and oversees the work of all committees and monitors all aspects of the event.

Treasurer

The treasurer is responsible for the funds of the event. He/she maintains a permanent record with a detailed account of all money received and all money paid out. The treasurer gives a summary report at each meeting.

Event Committees

Publicity & Marketing

This committee is responsible for all print materials for the race, developing media opportunities and assisting race day reporters, photographing the activities and recruiting a radio station to broadcast at the event.

Responsibilities Include:

- Develop print material
- Registration brochure with form
- Team registration form
- Pledge form
- Poster
- Flier
- Public Service Announcements
- Photographer

Sponsorship and Prize Committee

This committee is responsible for brainstorming potential sponsor resources, drafting correspondence, acknowledging gifts and soliciting potential sponsors and donors of in-kind items and prizes. Recruiting other volunteers to help with this process will be beneficial in securing the needed amounts of items for your event.

Responsibilities Include:

- Develop list of potential sponsors and donors
- Draft solicitation materials for sponsorships and in-kind contributions
- Mail solicitation materials and follow up with potential sponsors and donors
- Plan award ceremony for prize distribution and sponsorship acknowledgments
- Solicit support through phone, direct contact, mail, etc.
- Thank donors promptly

Day of Event

- Make sure sponsor recognition signage is in place
- Oversee door prizes and goody bag giveaways (if applicable)

Volunteer Recruitment

An important part of organizing a successful event is to recruit and retain good volunteers. Friends and family are a good place to start. Don't forget to recruit volunteers from groups such as high school Key Clubs, church groups, College social groups such as a sorority, senior citizen centers or volunteer fire departments. Before recruiting volunteers, have a plan in place for the positions in which you will need help. People like to volunteer for specific activities and most will say yes when asked to participate from a friend.

Responsibilities Include:

- May work with activities committee
- Recruit volunteers
- Identify businesses and other locations to place posters and registration brochures
- Distribute publicity and registration materials to stores, companies and nonprofits
- Contact organizations to solicit volunteers or participants (scouts, school groups and service clubs)

Day of event

- Check in volunteers
- Direct them to their posts

Activities Committee

This committee is responsible for developing and assisting with all day of event additional activities such as kids' games and activities.

Responsibilities Include:

- Develop children's/day of event activities; games, petting zoo, raffle, etc. (if applicable)
- Contact organizations that may provide volunteers or participants to help with your chosen activities (scouts, school or service clubs)

Registration & Pledge Committee

This committee is responsible for preparing registration forms, setting up the registration area, training all volunteers for registration, pre-registration and pledge areas. Volunteers collect all funds on the day of the event and provide a check in list for registrants and volunteers.

Responsibilities Include:

- Set up registration system
- Prepare registration packets for pre-registered participants
- Assemble goody bags
- Train the lead volunteers for day-of-event registration

Logistics Committee

This committee is responsible for creating a layout of all event activities including the pledge area, course layout, water and refreshment stations, parking and transporting all materials to the race location. Also responsible for set up and tear down of all tents, tables, trash and materials needed to organize and race day activities.

Responsibilities Include:

- Compile a list of all materials/equipment to be transported to the site
- Identify supplies hauler, refreshments leader, water station leader and parking leader
- Assemble all materials and transports them to the site

Day of event

- Direct set-up (tables, chairs, etc)
- Direct, monitor and manage refreshments, water stations and parking
 - Collect and pack materials to be saved or returned
 - Direct clean-up activities

Items to Consider When Planning your Event

Choose a date

- Is weather an issue
- Conflicting Events-On Campus/In the Community/Holiday Calendar

Choose a location

- Accessibility to ample and easy parking
Accessibility for handicapped persons
Accessibility to restroom facilities
- Safety
Will paid/campus security be needed or can you use volunteers?

Goals of the fundraiser

- Raise research funds
- Raise awareness
- Public education
- Encourage volunteer involvement

Set a Budget

Important to planning your Walk/Run is developing a budget. It will be a good estimate to start from if you are planning a first time event. The UMDF Special Event staff has budget forms and guidelines available and is ready to assist you in the budgeting process.

Income to Consider

- Income from registration
- Income from pledges
- Sponsorships (Title sponsor, level sponsor or mile marker sponsor)
- Other activities (raffle, auction, games)

Expenses to Consider (if applicable to your event)

- Printing/marketing materials (brochures, flyers, letters, envelopes, etc.)
- Permits or building fees
- Prizes/Awards
- Refreshments (if not donated)
- Postage
- Tents, tables, chairs
- Signage (directional, sponsor, etc.)
- T-shirts (walkers, runners, volunteers)
- Goody bag giveaway items
- Cost of materials for day of event activities
- Timing service (if applicable)
- Music/d.j.

SAMPLE: EXPENSE RECORD

Permits

- Does the park/city require a permit? If so, is there a fee?

Insurance

- Is insurance required for the event?

SAMPLE: UMDF SPECIAL EVENT PROPOSAL FORM**Public Relations**

- Community Calendars both on local radio and Community Newspapers
- Public Service Announcements and news releases
- Personal contacts where you can display race flyer in local businesses

Security

- Paid/Unpaid security (policemen/campus security)
- Volunteers

Walk/Run Committees and Functions

Publicity & Marketing Committee

- Develop print material
- Registration brochure with form (*sample enclosed*)
- Team registration form (*sample enclosed*)
- Pledge form-In form of an envelope or sheet (*sample available*)
- Poster and flyers
- Develop publicity materials
 - Internet calendars
 - Websites and event web pages
- Broadcast news
- Press releases & public service announcements (*sample enclosed*)
- Advertisements
- Take photographs or video of event
- Assist reporters in attendance

**SAMPLES: PITTSBURGH RACE FLYER AND PLEDGE FORM
ST LOUIS RACE FAMILY FUN DAY FLYER
NEW ENGLAND RACE FLYER
RACE ENVELOPE
SCHOOL LETTER
HONOR/MEMORIAL SIGNS
REGISTRATION FORM
PRESS RELEASE**

The Goal of Promotional Materials is to Attract & Support Runners, Walkers and Pledge Collectors

Runners

- Age categories will attract more runners
- Choose prizes for each age category (if applicable)
- Type and cost of prizes (trophies, medals, other)

Pledge Collectors

- Determine prizes and minimum levels for incentives
- Sample materials to help participants with their fundraising activities
- How to ask for pledges (samples available)

Race Promotion

- Internet websites for running clubs, local high school, college and university teams
- Local community calendar sites
- Celebrity or Local Celebrity to promote race
- Press Releases – follow the “who, what, when, where and why” approach.
- Cultivate contact at local newspaper, radio and t.v. stations

Tips for Event Designs and Logos

- Make designs attractive with all necessary information by using the “who, what, when, where and why” method

- Posters should simulate brochure design to maintain consistency and familiarity
- T-Shirt -Use similar design logo from brochure
Plan sponsor logo sizes, placement and print for front/back of shirt
- Banners (If your chapter/group has multiple or annual races, it may be cost efficient to purchase banners) UMDF has some available for loan
- Signs for each sponsor and activity on race day
- Use “mito-fact” signs along the race course (*samples available*)

Sponsorship and Prize Committee

- Identify corporate, media, businesses, running/walking stores, clubs and those affected with Mitochondrial Disease in the area
- Put together a letter of solicitation for the above and explain who we are, what we are trying to do and why we need their help ~ Give them a reason to get involved and support this event
- Ask friends, family and mito members to consider a letter writing campaign to all the people they know. This is a very easy way for a friend to get involved if they cannot attend the Walk/Run
- Create a letter template (*sample available*)
- Whether a monetary or in-kind donation, have printed material available on what each sponsor/business will receive for their contribution (*sample available*)
- Day of Event
Make sure all sponsor recognition is in place (signs/banners)
Oversee distribution of pledge prizes
Oversee door prizes (if applicable)
Oversee award ceremony

**SAMPLES: RACE SPONSOR LEVELS
KANSAS CITY RACE LETTER
OHIO RACE LETTER
NEW ENGLAND PRIZE FORM**

Volunteer Recruitment

- May work with Activities Committee
- Recruit volunteers for all race activities
- Target organizations that provide volunteers or participants (scouts, school groups and service clubs)
- Corporate employee initiative programs (corporations donate to an organization where their employees volunteer)
- Identify businesses and other locations to hang posters and distribute registration brochures
Day of event
- Volunteer registration and training (sign in sheet, volunteer shirt or badge)
- Direct them to their posts and introduce to volunteer coordinator

SAMPLE VOLUNTEER LETTER

Activities Committee

- May work with Volunteer Recruitment
- Call upon local Girl scouts and Boy scouts, school groups or clubs to help in the other areas of the event, for example, face painting, blowing up balloons, clowns, etc.
- Develop children's activities/day of event activities (petting zoo, bounce house, face painting, raffle, etc.)

Day of event

- Volunteer registration and training (sign in sheet, volunteer shirt or badge)
- Direct them to their posts and introduce to volunteer coordinator

Registration & Pledge Committee

- Assist with brochure and team registration form design
- Organize registration and pledge tracking system
- Assign runner and walker numbers for safety and timing purposes
- Record/enter pre-registration form information
- Prepare registration packets for pre-registered participants
- Assemble goody bags
- Solicit business donors for marketing material for goody bags
- Train lead volunteers for day-of-event tables to serve pre-registrants, registrants, and pledge collectors
- An adult volunteer is recommended for this area

Day of event

- Financial control over day-of registration
- Identify volunteer/security personnel to keep funds safeguarded
- Turn over all registration funds to event treasurer
- Train volunteers for registration, pre-registration and pledge tables

Logistics Committee

- Work with the steering committee to develop a layout for the event and a list of all materials to be transported to the site
- Identify volunteers to transport supplies, refreshments, water and for parking duties
- Coordinates needed materials and transports them to the site

Day of event

- Direct set-up of tables, chairs, tents
- Monitor and manage refreshments, water stations and parking

At end of event

- Collect and pack materials to be saved or returned
- Direct clean-up activities

SAMPLE MAP

NOTE: Recruit some non-mito relatives/friends to become involved. If you or your child gets sick, they/you are first priority. In the meantime, someone else can pick up and continue where you left off until things have stabilized.

Pre-Race and Race Day Tips

A) *Preparation for race day.*

1. Assign numbers to runners/walkers (optional), prepare packets, and record individual numbers
2. If using a timing service, what do they need from you for participants
3. Tag incomplete registration forms and have the participants complete them at registration
4. Alphabetize pre-registration packets
5. Create a list/system to assign/record numbers of event-day registrants
6. Determine the most efficient system of recording new participants?
7. Create a map of the set-up for race day: pre-registration (segmented alphabetically), event-day registration (with separate table for completing registration forms, pledge table, accounting table (with no public access), refreshment area, children's area, entertainment area, award area
8. Create list of materials and equipment for each area and label boxes
9. On-site registration form—have extra copies of the registration form on hand for participants to complete the day of race
10. Goody bags—Stuff goody bag items in bags for the race prior to race day

B) *Race day*

1. Train volunteers for registration no less than 30 minutes prior to the set registration time
2. Distribute t-shirts and goody bags
3. Make sure everyone knows how important they are to the success of the event
4. Meet with police, facilities manager, paramedics, volunteers, and timing people (if applicable)
Provide a map of the course
Make sure volunteers can reach the event manager via cell phone or walki-talkie
5. Keep to the schedule of events
6. Complete set-up before registration volunteers come for training and train volunteers at registration prior to the time registration begins
7. Start the walk on time
8. Have someone take pictures/video of the event
9. Manage the prize and award ceremony
10. Thank all who attended and all the volunteers and chapter members who made this event happen

SAMPLE SURVEY FORM

C) *Post Race and Processing of Funds*

1. Process all race-day registration and pledge funds
2. Thank all that made the event a success in writing
3. Hold wrap-up meeting to discuss issues good/bad while they are fresh in your mind
4. Calculate the success of the event.
Financial
Public awareness
Member and family involvement and enthusiasm
Good stories – share them with volunteers, friends and UMDF



5K Walk/Run Attachments



Sample Walk/Run Logos and Names

To promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families.

The United Mitochondrial Disease Foundation • 8085 Saltsburg Road, Suite 201 • Pittsburgh, PA 15239
Toll-Free: 888-317-UMDF • Phone: 412-793-8077 • Email: info@umdf.org • Web Site: www.umdf.org

- T-shirt to all participants •
- Online registration •



- Phone: 215-281-9228 •
- E-mail: Nivrag53@aol.com •

Go for Mito! 5K Run / 1-Mile Walk

September 8, 2007 • 9:00 a.m. • Philadelphia Art Museum

To benefit the Delaware Valley Chapter of the United Mitochondrial Disease Foundation

Race Information

About the course

- Flat, fast USATF certified course
- Three-mile run along the Schuylkill River
- One-mile Fitness walk

Awards

- Top Male & Female overall
- Top finishers in standard age groups
- Post-race entertainment

Race to be held rain or shine

Registration Information

Register for the *Go for Mito! 5K Run / 1-Mile Walk* by mail, online or on race day. Mail completed forms to: **DeVal UMDF, 219 DiMarco Dr., Philadelphia, Pa. 19154.**

5K Race / 1-Mile Walk

- Pre-registration (before Sept. 1): \$20
- Registration after Sept. 1: \$25

Check www.umdff.org/goformito for race information and updates or to register online!

UMDF Information

About mitochondrial disease

Every fifteen minutes a child is born who will develop a mitochondrial disease by age 10. Mitochondrial disease, the body's inability to turn food into energy to sustain life, can affect any organ, appear as any disease and occur at any age.

About UMDF

The UMDF mission is to promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families.

..... detach here

Last Name, First _____ Date of Birth _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Card Number _____ Expiration Date _____

Name as listed on card (please print) _____

Signature _____ *(invalid without signature)*

M	F	5K	1M	S	M	L	XL
---	---	----	----	---	---	---	----

Sex Event T-shirt Size
(choose one) (choose one)

Entry fee.....	\$ _____
Donation.....	\$ _____
TOTAL.....	\$ _____

Check payable to *DeVal UMDF* is enclosed.

Please charge the following account:
 Visa MC Disc AmEx

Liability and Publicity Release: For myself and my executors and administrators, I/we hereby release the UMDF, any event sponsors and any event volunteers and each of their respective officers, employees, successors and assigns from any and all claims and damages arising out of any injury or condition that I/we may suffer as a result of participating in this event. Further, I/we hereby grant full permission to any and all of the foregoing to use my/our photograph or any other record of the event for legitimate purposes.

Signature Date Parent Signature *(if athlete in under 18 years old)* Date

The official registration and financial information of the United Mitochondrial Disease Foundation may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.

THERE IS A CHILD WHO...

- HAS SEIZURES
- CANNOT PRODUCE THE ENERGY TO GET OUT OF BED
- CANNOT DIGEST FOODS
- CANNOT HOLD HIS GRANDMA'S HAND

HELP GIVE THEM HOPE. ENERGY. LIFE. UMDF 5K RUN/1-MILE WALK One Step Closer to a Cure



**SATURDAY, JUNE 2, 2007
(RAIN OR SHINE)**

**NORTH PARK BOAT HOUSE
PITTSBURGH, PA**



**FEATURING JACK BOGUT
9:00 A.M. RUN BEGINS
9:15 A.M. WALK BEGINS**

HONORARY RACE CHAIR



**DR. AMY GOLDSTEIN
CHILDREN'S HOSPITAL
OF PITTSBURGH**

ENTRY FEES

- Pre-registered individual\$15
- Pre-registered family.....\$40
- Day-of-event individual\$20
- Day-of-event family\$45

Please note that family registration includes two adults and unlimited children. Only two t-shirts will be provided per family registration. Additional t-shirts may be purchased for \$10 each based on availability.

REGISTRATION

To pre-register, please fill out the registration form and mail it, along with your check payable to UMDF, to United Mitochondrial Disease Foundation, 8085 Saltsburg Road, Suite 201, Pittsburgh, PA 15239. Entries must be postmarked by May 25, 2007.

*Or register online at
www.umdff.org/pittsburghrace*

Day-of-event registration will be held at the North Park Boat House from 7:45 a.m. to 8:45 a.m. Day-of-event registrants will receive a t-shirt and goody bag based on availability. UMDF strongly recommends pre-registration.

**FACE PAINTING, BALLOONS, MUSIC
AND FUN FOR THE ENTIRE FAMILY!!!**

**REFRESHMENTS AVAILABLE TO ALL PARTICIPANTS
7:45 A.M. TO 10:30 A.M.**

SPECIAL THANKS TO OUR SPONSORS!



UMDF 5K RUN/WALK REGISTRATION FORM

Please return this form by May 25, 2007, to: UMDF, 8085 Saltsburg Rd, Ste. 201, Pittsburgh, PA 15239 Phone: 412-793-8077

Run
 Walk
 NAME (First) _____ (Last) _____
 STREET ADDRESS _____
 CITY _____ STATE _____ ZIP _____
 DAY PHONE _____ E-MAIL _____
 S M L XL
 Free T-Shirt Size _____ Sex _____ Age _____

Run
 Walk
 Name of additional participant _____ Sex _____ Age _____
 Free T-Shirt Size: S M L XL
 Run
 Walk
 Name of additional participant _____ Sex _____ Age _____
 Additional \$10 T-Shirt Size: S M L XL
 Run
 Walk
 Name of additional participant _____ Sex _____ Age _____
 Additional \$10 T-Shirt Size: S M L XL
 Run
 Walk
 Name of additional participant _____ Sex _____ Age _____
 Additional \$10 T-Shirt Size: S M L XL

Please Complete

Amount Enclosed: \$ _____

I cannot attend but will donate: \$ _____

For myself and my executors and administrators, I hereby release the UMDF, any event sponsors and any event volunteers and each of their respective officers, employees, successors and assigns from any and all claims and damages arising out of any injury or condition that I may suffer as a result of participating in this event.

X _____
Signature - of participant or parent/guardian of children participants under the age of 18.

X _____
*Second adult signature.

**Make copies of this form as needed.
Make checks payable to UMDF.**

SPONSOR LIST

Amount
Collected

0.	John Doe, 111 Redefine Hope Drive, Pittsburgh, PA 15239	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$ 25
1.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
2.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
3.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
4.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
5.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
6.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
7.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
8.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
9.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
10.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
11.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
12.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
13.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
14.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
15.	Sponsor's Name and Address	<input type="checkbox"/> Cash <input type="checkbox"/> Check	\$
<i>I cannot collect pledges but would like to make an additional donation of.....</i>			\$ _____

Pledge funds can be mailed until May 25, 2007, or presented on race day. Checks should be made payable to UMDF. Please attach an additional sponsor list if necessary. Or have friends and family visit www.umdff.org/pittsburghrace for easy online pledge options!

TOTAL \$ _____

Name of Person Walking/Running: _____ Daytime Phone: _____ - _____ - _____

Collect Pledges & WIN!

Raise \$500 in pledges and receive a **UMDF embroidered pullover!**

Prizes will be awarded to the top three pledge collectors. To qualify, you must raise at least \$1,000 in pledges.

1ST PRIZE: To be announced!

2ND PRIZE: Family tickets to Kennywood

3RD PRIZE: Family tickets to Idlewild & Soak Zone

See how easy it is to raise \$250 in just 10 days!

DAY 1: Put in your own \$20

DAY 2: Ask your spouse, room-mate or parent for \$20

DAY 3: Ask four co-workers or teachers for \$5

DAY 4: Ask a friend for \$20

DAY 5: Ask a relative for \$20

DAY 6: Ask a neighbor for \$20

DAY 7: Ask two people from church for \$20

DAY 8: Ask another neighbor for \$20

DAY 9: Ask another friend for \$20

DAY 10: Ask 5 members of your club for \$10

ABOUT MITOCHONDRIAL DISEASE

Approximately every 15 minutes, a child is born who will develop a mitochondrial disease by age 10.

These diseases can affect any organ, appear as any disease and occur at any age. With such wide-ranging indicators, many experts refer to mitochondrial disease as a "notorious masquerader" because it wears the mask of any number of illnesses. The United Mitochondrial Disease Foundation seeks to unmask this perpetrator and help families reach an earlier diagnosis, which can help in treatment.

UMDF MISSION

To promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families.

ABOUT UMDF

The United Mitochondrial Disease Foundation is bringing hope, energy and life to individuals and families affected by these debilitating diseases, hereditary disorders that affect the cells' ability to produce life-sustaining energy.

Founded in 1996, UMDF works to promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families. Since its inception, the organization has funded nearly \$4 million in research, making it the leading non-governmental contributor of grants focused solely on mitochondrial disease. UMDF supports scientific collaboration and family networking through international symposia and is building an endowment to sustain research through the millennium.



HOPE. ENERGY. LIFE.



Race Date & Start Time:

Saturday, February 9, 2008
 8:00 A.M. Runners
 8:30 A.M. Walkers

Race Start Location:

Sam Houston Park - 1100 Bagby St.
 Certified 5K course

Entry Fees:

\$20 Early Registration - postmarked by 1/26/08
 \$25 Late or Race Day Registration

Family or team members 11-17 years of age/
 \$15 for early registration, \$20 after Jan.26th.
 Family or team members 10 and under are free.
 Mito patients are free.

Packet Pickups & Registration

Race day registration and packet pickup will be available from 6:30 A.M. - 7:30 A.M.

Walk-in registration as well as packet pickup for those who early registered will be at:



Thursday, February 7

4p - 7p

23501 Cinco Ranch Blvd
 Suite J-100
 Katy, TX 77494
 (281) 391-7880

Friday, February 8

4p - 7p

1953 West Gray
 Houston, TX 77019
 (713) 529-0786

Online registration information available at
www.umdf.org/christophersheartfunrun

For more information on the
 fun run, UMDF, or to read
 Christopher's story,
 please visit

www.christophersheart.com

Awards:

Overall Male & Female
 Overall Masters Male & Female
 Age Group Awards

<i>Male:</i>	<i>Female:</i>
19 & under	19 & under
20-29	20-29
30-39	30-39
40-49	40-49
50-59	50-59
60-69	60-69
70 & over	70 & over

No duplication of awards.

Post Race Party:

Celebrate after the run!

Sanctions by USA Track & Field:

Certification# TX02030ETM

Additional Information:

Strollers will be allowed on the 1 mile walk only
 Timing will be by gun time
 Dogs, bike, and headphones not allowed

Entry Form - UMDF 5K Run/1 Mile Walk:

Please print clearly. Use a separate form for each entry. Copies are acceptable.

Please check one:

5K Run - Wheelchair 1 Mile Walk - Wheelchair

T-Shirt Size: (Adult Sizes Only)

M L XL XXL I do not want a t-shirt

DOB: _____ Age on race day: _____

Male Female

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

I have enclosed: (please check one):

\$20 Early Registration - postmarked by 1/26/08
 \$25 Late or Race Day Registration

Family or team members 11-17 years of age/

\$15 for early registration

\$20 after January 26, 2008

Family or team members 10 and under are free.

In consideration of your accepting this entry, I release, for myself, for my heirs, executors, and administrators, all parties involved in the planning or staging of the United Mitochondrial Disease Foundation Run (UMDF Run) (including their representatives, officials and sponsors) from, and hereby waive, any and all claims, demands, liabilities, damages, or causes of action of any nature whatsoever, including claims for death, injury or illness, arising out of my participation in the UMDF Run. I attest and verify that I am physically fit and have sufficiently trained for this event. Further, I hereby grant full permission to any and all of the foregoing to use my photograph or any other record of the event for any legitimate purpose. This entry is invalid unless signed by entrant. If entrant is under 18 years of age, parent or guardian must sign. The official race director reserves the right to reject any entry.

 Signature of Entrant or Parent/Guardian Signature

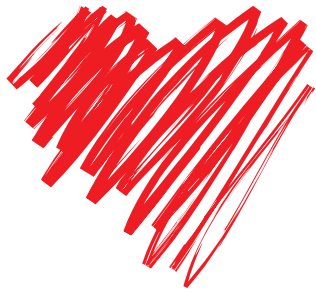
Enclosed is a tax deductible donation to UMDF

Make checks payable to U.M.D.F.

Mail signed entry form and check to:

UMDF-Houston Chapter
 9337B Katy Freeway, #167
 Houston, Texas 77024

For more information, please email:
memories@christophersheart.com

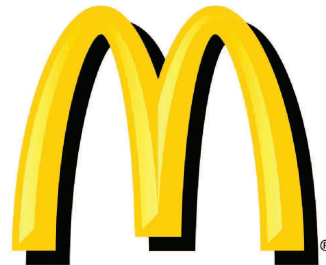


By filling out the information on the back side of this page, and becoming an entrant in the 5K Run/Walk, you are helping a child take one more breath, smile one more time, and laugh a little longer.

Thank you for helping to redefine hope.



Sponsored in part by:



i'm lovin' itTM

IN KIND DONORS:



CHRISTOPHER'S
5K FUN RUN

START

February 9, 2008

Benefiting

UNITED MITOCHONDRIAL DISEASE FOUNDATIONSM



Kure for Kat
October 13, 2007
5K Run/Walk - Pledge Form

Name: _____

Address: _____

City, State, Zip: _____ Daytime Phone: _____

In Honor/Memory Of: _____

Sponsor List

TOTAL AMOUNT COLLECTED \$ _____

Please include sponsor's name, address, and email (if applicable) so we can acknowledge each contribution.

Amount	Check #/Cash	Name	Address	Email
0. \$25	Chk # or Cash	John Doe	111 Redefine Hope Drive, Pgh, PA 15239	John@doe.net
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____
11. _____	_____	_____	_____	_____
12. _____	_____	_____	_____	_____
13. _____	_____	_____	_____	_____
14. _____	_____	_____	_____	_____
15. _____	_____	_____	_____	_____
16. _____	_____	_____	_____	_____
17. _____	_____	_____	_____	_____
18. _____	_____	_____	_____	_____
19. _____	_____	_____	_____	_____
20. _____	_____	_____	_____	_____
21. _____	_____	_____	_____	_____
22. _____	_____	_____	_____	_____
\$ _____	Total Amount Collected			

PLEASE MAKE CHECKS PAYABLE TO UMDF

Pledge Money can be presented on race day. For more information contact
 Maggie Dickens at 940-382-2434 or email kureforkat@yahoo.com.

**Join our TEAM...help us be “One Step Closer to a Cure”
There is no finish line until we find a cure!
YOUR PARTICIPATION HAS A VERY LARGE IMPACT!!**

How to raise \$200 for your pledge envelope:

- Put in your own \$20
- Ask your spouse/roommate for \$20
- Ask 4 co-workers for \$5
- Ask a friend for \$20
- Ask a relative for \$20
- Ask a neighbor for \$20
- Ask two people from church for \$20
- Ask another neighbor for \$20
- Ask another friend for \$20
- Ask 2 members of your club for \$20

Fundraising Tips:

- Make a list of people who might help you reach your goal. Ask your friends, family, co-workers, classmates, neighbors, hair stylist, fellow club members, doctors, ect. Most people will donate if asked.
- Encourage your child’s classroom or sports team to participate. Have a “penny war”, bake sale, dress-down day, homeroom competitions. Children will love to know they are helping a friend/cousin/sibling who is affected. It will empower them to know they can help in some way.
- Remember, EVERY dollar counts. There is no such thing as “too small of a pledge”. If someone can only give \$1, that is \$1 closer to a cure!!!
- Get together a team. It’s always more fun to participate as a team. Get your family and friends together. Have a competition to see who can raise the most money for a cure.
- Have a bake sale, car wash or garage sale...these are fast and fun ways to raise your teams’ pledge dollars.
- Encourage others to come to the event with you. Once they see the impact they are making, like you, they will know they are truly making a difference in many children’s lives.
- Don’t forget to ask your employer about their give-matching program. It is the easiest way to DOUBLE your pledges!!



RUN AND 1-MILE WALK
'ONE STEP CLOSER TO A CURE'

TODAY I HELPED

MOVE "ONE STEP CLOSER TO
A CURE"
JUNE 2, 2007



RUN AND 1-MILE WALK
'ONE STEP CLOSER TO A CURE'

TODAY I HELPED

MOVE "ONE STEP CLOSER TO
A CURE"
JUNE 2, 2007



Dear

The 4th Annual Kansas City Mito-What One Step Closer to a CureSM 5K Run/Walk will be held at **Corporate Woods Founders Park** on June 23, 2007. This event will benefit The United Mitochondrial Disease Foundation (UMDF). About 30,000 children in the United States have been diagnosed with a mitochondrial disease, a genetic disorder that impairs the workings of the mitochondria, parts of cells that create the energy your body needs to function.

When the mitochondria—often called the “power houses of the cell”— don’t produce one hundred percent of the energy they should, it’s like a power failure in the body. These “power failures” can result in developmental delays, gastrointestinal disorders, and system failure. There is no cure, and while not uncommon, mitochondrial disease is still far too unknown and all too often fatal.

It’s time for mitochondrial disease to get the attention and funding that it so desperately needs. We need a cure. A cure for kids like 6-year-old Joseph Atchley pictured above. To find that cure we need research, and research demands funds. Help us get One Step Closer to a CureSM and join us in the race by participating as a corporate sponsor.

Supporting the One Step Closer to a CureSM 5K Run/Walk not only supports mitochondrial disease research, but also services that increase awareness and provide support for those affected by these disorders. Sponsorships from both businesses and individuals are needed to ensure that UMDF continues its programs and services for those affected with a mitochondrial disease.

You will find attached information about the corporate underwriting and sponsorship packages available this year. If you have any questions, please contact me at 913-208-8725 or kcchapter@umdf.org. I will touch base with you soon to discuss this event. Thank you in advance for your consideration and support of the 4th Annual Kansas City One Step Closer to a CureSM.

Towards a Cure,

Diedre Atchley
Sponsorship Coordinator

KANSAS CITY CHAPTER, 370 Terrace Trail West, Shawnee Mission, KS 66217 • E-MAIL: KCChapter@umdf.org

www.umdf.org | 8085 Saltsburg Road, Suite 201 | Pittsburgh, PA 15239 | P 412.793.8077 | F 412.793.6477 | info@umdf.org

Promoting research and education for the diagnosis, treatment and cure of mitochondrial disorders and providing support to affected individuals and families.



6th Annual UMDF Pittsburgh One Step Closer to a CureSM 5K Run/Walk

To benefit

The United Mitochondrial Disease Foundation

Unique support opportunities exist at our event for local businesses/individuals in the form of sponsorships. Please respond as soon as possible, but no later than March 15th, to ensure recognition in designated event marketing.

All sponsors will be listed according to their sponsorship level on race webpage and printed materials including banners and event T-Shirts (subject to printing deadlines). In addition, sponsors will be recognized during event day activities. Sponsors may set up a display table the day of the event and distribute promotional materials (if desired). Sponsors may also display a banner or logo at the event.

Title Sponsorship (\$10,000)

- In addition to the general sponsorship benefits listed above, Title Sponsors will have priority listing on all printed materials including press releases and will be noted as a Title Sponsor in any advertising. Title Sponsors may pre-register 20 participants.

Platinum Sponsorship (\$5,000)

- In addition to the general sponsorship benefits listed above, Platinum Sponsors will be noted as a Platinum Sponsor in any press release. Platinum Sponsors may pre-register 15 participants.

Gold Sponsorship (\$2,500)

- In addition to the general sponsorship benefits listed above, Gold Sponsors may pre-register 10 participants.

Silver Sponsorship (\$1,000)

- In addition to the general sponsorship benefits listed above, Silver Sponsors may pre-register 5 participants.

Bronze Sponsorship (\$500)

- In addition to the general sponsorship benefits listed above, Bronze Sponsors may pre-register 2 participants.

In-Kind Sponsorship (Fair Market Value)

- In-Kind sponsors will be recognized at the sponsorship level that corresponds to the fair market value of their in-kind gift donation (including listing on printed materials and T-Shirts).

Event Location: North Park Boat House

Date: June 7, 2008 (*Rain or Shine*)

Time: Event Day Registration opens at 7:45am
(5K Run beings at 9am, Walk beings at 9:15am)

Questions: Contact Tania Hanscom at 412-793-8077 or email taniah@umdf.org



6th Annual UMDF Pittsburgh One Step Closer to a CureSM 5K Run/Walk

To benefit

The United Mitochondrial Disease Foundation

We are proud to support the 6th Annual One Step Closer to a CureSM 5K Run/Walk to benefit the United Mitochondrial Disease Foundation. We are requesting our corporate name and logo on all materials consistent with our sponsorship below.

<input type="checkbox"/>	Title Sponsor	\$10,000	<input type="checkbox"/>	Silver Sponsor	\$ 1,000
<input type="checkbox"/>	Platinum Sponsor	\$ 5,000	<input type="checkbox"/>	Bronze Sponsor	\$ 500
<input type="checkbox"/>	Gold Sponsor	\$ 2,500	<input type="checkbox"/>	In-Kind Sponsor	\$ Fair Market Value

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Enclosed is my check for \$_____ made payable to UMDF. Please invoice me/my company.

Please charge \$_____ to my credit card (Circle One). Visa | MasterCard | AMEX | Discover

Name on Card: _____ Account Number: _____

Describe item being donated: _____

Approximate value of item donated: _____

Donated item is enclosed Please have a volunteer pick up our donated item

The deadline to guarantee sponsorship placement on the brochure is March 14, 2008 and for all other materials is April 29, 2008.

Please email your logo picture file (preferably .tif or .eps) to taniah@umdf.org. All sponsor logos will be printed in black and white.

Return this form to:
United Mitochondrial Disease Foundation – Pgh 5K
8085 Saltsburg Road, Suite 201
Pittsburgh, PA 15239

"The official registration and financial information of the United Mitochondrial Disease Foundation may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement."



Volunteers,

Thank you so much for volunteering for the **UMDF 5K Run, 1 Mile Walk** in the past. This year the race will be held on _____. We hope we can count on your continued support of UMDF by volunteering again this year.

Would you please help at:

Please arrive at:

If you have any questions, please call _____ at _____ or _____ at _____.

Below you will find our race day schedule. We also need volunteers to help clean up after the race. Any amount of time and energy will be greatly appreciated. Make sure you sign in the day of the race so we know you are there. You will be given a volunteer t-shirt that we are requesting you wear at the race. Directions are in the enclosed brochure.

Thanks for being a vital part of the UMDF and our mission to promote research and education for the diagnosis, treatment and cure of mitochondrial disorders and to provide support to affected individuals and families. Have a great day...UMDF 5K Run/Walk Race Committee.

Race Day Schedule

6:45-7:45 AM	Set up
7:45-8:45 AM	Registration (Volunteer training at 7:30 AM)
9:00 AM	5K run starts
9:15 AM	1 mile walk starts
9:30 AM	Children's games, face painting, and activities
10:15 AM	Race awards ceremony
11:00 AM	Clean up

IF YOU ARE UNABLE TO VOLUNTEER, PLEASE CALL EITHER _____ OR _____ BY _____ SO WE CAN FILL YOUR POSITION.