

About Girls on the Run of Silicon Valley

Our Mission: At Girls on the Run (GOTR), we offer life-changing, physical activity-based, after-school programs for girls in 3rd-8th grade throughout Santa Clara and Santa Cruz counties. Our goal is to educate and prepare girls for a lifetime of self-respect and healthy living. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum that combines training for a 5K with learning life skills such as healthy decision-making and teamwork.

Our Programs: Our Girls on the Run program is for girls in elementary school (3rd- 5th/6th grades) and our Heart & Sole program is for girls in middle school (5th/6th-8th grades).

Our Goal: By the end of each season, our goal is that each girl will:

- Have a stronger sense of identity.
- Learn the advantage of peer support.
- Learn to stand up for herself in a healthy manner.
- Have a positive body image.
- Understand her ability to impact her community.
- Complete the Girls on the Run 5K.
- Recognize the power of setting a goal and achieving it.

Our History: Founded in 2002, Girls on the Run of Silicon Valley, is a 501(c)(3) non-profit and independent council of Girls on the Run International, which includes more than 200 councils in the U.S. and Canada. Since our start, we've had Girls on the Run and Heart & Sole programs at close to 100 elementary and middle schools and served over 10,00 girls in Santa Clara and Santa Cruz Counties.

Make a Difference in a Girl's Life! Join Us for Our 2017 Season!

Start or Continue a Girls on the Run or Heart & Sole Program at Your School! We invite you to inspire girls to be joyful, healthy and confident by starting or continuing a Girls on the Run or Heart & Sole at your school. You and your fellow volunteer coaches will meet with your team of girls twice a week for 10-weeks – building confidence, connections, muscles and more! Using our research-based curricula, you'll lead your team through running-based games and lessons (all prepped and ready for you – lesson plans and supplies included) that teach the girls valuable life skills and help them train for the end-of-season Girls on the Run 5K!

Steps to Become a 2017 Program Site: All potential 2017 program sites must (1) meet our Readiness to Participate Criteria, (2) submit a site application and have all volunteer coaches submit coach applications, and (3) be approved as a 2017 site.

Please do not hesitate to contact us at ANY time during the process. We're here to help!

1.) Readiness to Participate Criteria:

- **Provide volunteer coaches who commit to being at BOTH lessons/practices EACH week for the duration of the season (week of March 6 through mid-May 2017).**
 - Coaches do NOT need to be runners, do NOT need to have prior coaching experience and do NOT need to have a daughter in the program – You just need to bring an enthusiasm for healthy living and an interest in inspiring girls to become strong, young women!
 - All coaches are trained by Girls on the Run of Silicon Valley by completing a one-hour online training (all coaches) and a half-day, in-person training (new coaches only).

- All new coaches agree to a background check (paid for by GOTR) and reference check.
- At least one coach per site must be certified in both CPR and First Aid. (GOTR provides and pays for the opportunity for one coach per team to become certified.)
- One coach is designated the “head coach.” This coach submits the site application and acts as the main point of contact with the Girls on the Run of Silicon Valley office.
- **Provide a safe, dedicated space for outdoor running.**
 - The space does NOT have to be a track; a field or large blacktop area will work perfectly! The space should be away from other programs, activities, and distractions.
 - ALL lessons (including the Practice 5K) MUST be held on (and stay on) campus.
- **Provide a rainy-day location. (Programs take place rain or shine!)**
 - Your rainy-day space MUST be available for you to use on any day it rains (and not in conflict with any other program) but should ONLY be used on rainy days.
 - Your rainy-day space can be a gym, multi-purpose room, classroom, or covered outdoor area with sufficient shelter to be useable on rainy days.
- **Choose two days each week for the program to meet for 90 minutes per lesson.**
 - Speak with your school to see which days work best for space and to avoid conflicts with other programs and activities! We recommend starting 5-10 minutes after dismissal.
- **Meet with and receive permission and approval from your school principal** to have Girls on the Run or Heart & Sole at your school on the days and times you have selected.
 - A Girls on the Run staff member is happy to join you at your principal meeting to explain the program and answer any questions you or the school have. Just ask!
- **Communicate with potential participants and their parents/guardians to promote the program and program registration opening Saturday, December 3, 2016.**
 - Get the word out early and often. We provide customizable newsletter blurbs and flyers.
 - You can also make classroom presentations, set up information tables at pick-up and drop-off and more!

2.) Submit Your Site Application and Coach Applications: Each site’s head coach must submit a site application and all coaches (including the head coach) must submit coach applications each year. Applications are online only and available at www.gotrsv.org. Applications are due September 15, 2016.

3.) Be Approved for the 2017 Season: Once we receive your site application and all corresponding coach applications, we will work to secure facility-use permission. Our staff will submit all required forms to the school/school district. Please DO NOT SUBMIT these forms on your own. Once facility-use permissions and forms are approved, your site will be confirmed for the 2017 season!

Program Size: Number of “Teams,” Girls and Coaches at Your Site

Program Sites and Teams: Each school that hosts a Girls on the Run or Heart & Sole program is called a “program site.” Each site can have 1, 2, 3 or 4 of what we call “teams” – though all the girls and coaches at a site meet together for each lesson and are considered one big group.

- **Program Sites:** A site is the school at which our program is offered.
 - *For example: Escondido Elementary is a program site.*
- **Teams:** Each site can have 1, 2, 3 or 4 teams. Each team can have up to 15 girls.
 - New sites are encouraged to start with 1 team. If there are enough coaches and a large demand at the school, we occasionally allow new sites to have 2 teams.
 - At sites with 2 or more teams, all the girls meet at the same time and place on campus. They are then broken out into smaller groups for the lessons and then come together for the workout.
 - *For example: Escondido is a program site with 2 teams, meaning up to 30 girls can sign up. ALL girls who sign up at Escondido are considered part of the larger “Escondido Girls on the Run Team.” All 30 girls meet at the same time and place each week. At each practice, they break out into groups of up to 15 girls each for all parts of the lesson except the workout, which they do together.*

Minimums and Maximums for Teams, Girls and Coaches: Much of our curriculum is related to team building and group dynamics, therefore, we require a minimum of 8 girls to form a team.

- Fewer than 8 makes it difficult to implement the lessons and provide the intended experiences.
- More than 15 makes it difficult to establish group rapport and allow each girl to fully participate.

Similarly, sites must always have at least 2 coaches PER TEAM present at each lesson.

- We require all sites to have 2 coaches per team PLUS 1 additional coach for flexibility.
 - All coaches MUST commit to being at BOTH lessons EACH week. We understand that flat tires occur, business trips arise, and illnesses happen so we’ve built in this safety net to ensure that your site’s coach minimums (2 coaches per team) are always met.
- You may NOT have more than the maximum number of coaches at your site without increasing the number of teams at your site. (Example: If you have 7 coaches, you MUST grow to 3 teams.)

Number of TEAMS per site	MAXIMUM number of girls allowed	MINIMUM number of coaches required	MAXIMUM number of coaches allowed
1	15	3	3
2	30	5	6
3	45	7	8
4	60	9	10

Being a Girls on the Run or Heart & Sole Coach

Our volunteer coaches are the heart of our organization and what make our programs possible!

Coaching Roles:

- **What is a Coach?** Coaches work in teams to lead the girls at their site. Coaches MUST commit to being at BOTH lessons each week throughout the season and at the Girls on the Run 5K. (Due to the time, staff and financial costs associated with background-checking, training, and supporting our coaches, we do NOT allow coaching only one day a week.)
 - Coaches do NOT need to be runners – You just need an enthusiasm for healthy living!

- Coaches do NOT need to have coaching experience – We provide training and materials.
 - Coaches do NOT need to have a daughter in the program – We have many volunteers who coach because they want to inspire girls to become strong young women!
 - Can be female OR male.
 - Must be at least 18 years old.
- **What is a Head Coach?** Each site designates one coach as its "head coach." This coach submits the site application and serves as the main point of contact with the Girls on the Run of Silicon Valley office. The head coach helps delegate program-related tasks so that ALL coaches participate equally in leading the team.
 - Must be female.
 - Must be at least 21 years old.

Coach Responsibilities: As a volunteer coach, you agree to:

- 1.) Demonstrate a positive, encouraging demeanor and a healthy lifestyle.
- 2.) Be your wonderful self with the girls at all times and have fun with them!
- 3.) Prepare for, and be at, BOTH lessons EACH week during the season (the week of March 6, 2017, through mid-May). You will also lead or assist with each lesson, participate in the games and activities, and attend the 5K with your team.
- 4.) Complete all required coach training, background checks, and reference checks.
- 5.) Provide copies of your CPR & First Aid cards if you're already certified (not all coaches are required to be certified) as well as a copy of a current negative TB test if required.
- 6.) Promote the program at your school in October and November to build excitement for the opening of program registration on Saturday, December 3, 2016. You may also need to assist with registration.
- 7.) Read your coach newsletters and respond when needed.
- 8.) Work together and communicate with your fellow coaches to create a positive coaching team and deliver the Girls on the Run curriculum at your site (this includes delegating lesson duties and tasks among coaches, picking up and dropping off all materials as required, using your snack stipend to provide a healthy snack at each lesson, communicating with the parents at your site, supporting the Run for a Reason fundraiser, ensuring all girls at your site have a registered 5K running buddy, planning your end-of-season Final Celebration, and other program tasks).
- 9.) Communicate effectively with the Girls on the Run of Silicon Valley staff and respond in a timely fashion.
- 10.) Notify the GOTR staff as soon as possible if there is any change in your coaching status.

Coach Benefits: All volunteer coaches receive:

- ✓ A discount on your daughter's program registration fee.
- ✓ A guaranteed spot in the program for your daughter if you register her during our Priority Registration Period for Coaches' Daughter.
- ✓ The option to have your 2nd-grade daughter in the program (coaches' daughters only).
- ✓ An official Girls on the Run of Silicon Valley "Coach" T-shirt.
- ✓ Girls on the Run of Silicon Valley coach training.
- ✓ The official Girls on the Run or Heart & Sole curriculum (complete with lesson plans for every practice) as well as the materials and supplies needed for each lesson.

- ✓ Support throughout the season from the Girls on the Run of Silicon Valley staff.
- ✓ Complimentary 5K registration, including custom bib, finisher's award and more!
- ✓ Invitation to our end-of-season party.
- ✓ Discounts from national partners and local sponsors.
- ✓ Other fun surprises along the way!
- ✓ The good feelings that come with doing something great for the girls in your community!

How to Sign Up to Coach: All coaches (new and returning) are required to submit a coach application each season. Applications are online only and available at www.gotrsv.org. Applications are due September 15, 2016.

Ideas for Finding Additional Coaches: Try one of these ideas for finding additional coaches:

- Submit our customizable blurbs to your school newsletter (please contact us for the blurb).
- Distribute our customizable information flyer (please contact us for the flyer).
- Host a Girls on the Run information table (with balloons and flyers) at pick-up and drop-off.
- Call teachers or parents you think would make great coaches and personally invite them to coach. Let them know why you think they would be a terrific coach!
- Ask friends and family (from work, your neighborhood, your running group, etc.) to join your coaching team. Coaches are NOT required to have a daughter in the program to coach.

Leading Your Team to a Terrific Season!

Curriculum Overview: We have three Girls on the Run (elementary school) curricula, developed by Girls on the Run International, that we rotate through each year. All three curricula follow the same themes: first getting to know yourself, then getting to know others, and finally exploring our role in the world and how we can make a difference. (See sample lesson titles on page 10.)

Our middle schools use the Heart & Sole curriculum, developed by Girls on the Run International in 2014 to replace the former middle school program called Girls on Track. The second Heart & Sole curriculum is currently in development. (See sample lesson titles on page 10.)

Girls on the Run (Elementary School Program) Lesson Structure:

- The lesson starts with a **Getting on Board** activity that introduces the topic of the day.
- The **Stretch and Strengthening Exercises** get the girls moving and ready to run.
- The **Warm Up** combines the topic of the day (such as being a good friend or cooperation) with a physical activity to create a fun running-based game.
- During the **Workout**, the girls do a variety of running exercises that incorporate a game or team goal that reinforces the day's topic. The Workout gets progressively longer throughout the season to prepare the girls for the 5K.
- The practice ends with **Processing and Wrap Up**, when the girls are asked to think how they can use the lesson they learned at practice in their everyday lives outside of Girls on the Run. Each session concludes with a celebration of teammates and a cheer.

Heart & Sole (Middle School Program) Lesson Structure:

- The lesson starts with **Connection and First Talk**, during which the girls review their Take Home Challenge from last lesson and learn about today's Big Idea (the lesson of the day).

- During the 5-minute **Stretch and Conditioning** section, the girls complete series of exercises designed to build strength and endurance.
- Each lesson's **Workout** gets longer as the season progresses so the girls are ready to run the 5K in May. Some workouts include a game related to the day's Big Idea.
- Some lessons also include 1 or more **Activities** that further engage the girls with the Big Idea.
- The girls process what they learned with the **Let's Talk** and **Journal** portions of the lesson.

Program Fees

Our base program fee is \$210 per girl. This fee does NOT cover our actual cost per girl (which is closer to \$300 per girl). We actively fundraise and seek out sponsorships, grants, and other support and sources of revenue to keep our costs as low as possible for all girls and families who want to participate.

Some schools and/or school districts charge Girls on the Run of Silicon Valley very high facility-use fees. At these locations, an additional amount (\$5-25 per girl) may be added to the base program fee.

Need-based scholarships are available (see more below). We have never turned away a girl for being unable to pay the full program fee.

The Program Fee Includes:

- ✓ 20 lessons (plus a Final Celebration lesson) conducted by trained Girls on the Run coaches.
- ✓ An official Girls on the Run of Silicon Valley program T-shirt.
- ✓ An official Girls on the Run of Silicon Valley water bottle.
- ✓ Handouts and materials for all 20 lessons plus the Final Celebration lesson.
- ✓ A healthy snack at each lesson.
- ✓ Registration for the Girls on the Run 5K, including an official Girls on the Run 5K T-shirt, customized 5K bib, finisher's award and more!
- ✓ End-of-season certificates and medals.
- ✓ Girls on the Run of Silicon Valley coach training, background check and certification fees for all volunteer coaches.
- ✓ Operating overhead, including licensing, printing, standard facility-use and insurance costs.
- ✓ All administrative services, support, and assistance to coaches, sites, girls and parents.

Need-Based Scholarships and Full-Scholarship Sites

Our goal is to make our program accessible to ALL girls, regardless of their families' financial status.

Need-Based Scholarships: If a girl's family is unable to afford the full cost of the program, we do our best to offer her a scholarship. Scholarships are granted on a first-come first-served basis, based on families' incomes or special situations, and may be limited by the resources available at the time of application. To apply for a scholarship, the girl's family must submit an online scholarship application (available at www.gotrsv.org) BEFORE registering her daughter for the program. Our scholarship committee will review the application and send the family a scholarship code when approved. Only after the family receives the scholarship code should they register their daughter for the program. They will be able to enter their scholarship code during the program registration process in order to receive their

scholarship. **We are proud we have never turned a girl away for being unable to pay the full program fee!**

Full-Scholarship Sites: Schools at which 70% or more of the student population is eligible for free or reduced lunch are eligible to be awarded full-scholarship site status. Full-scholarship sites receive a reduced program fee of \$25 per participant. At these sites, registration is restricted to only the girls attending that school. Full-scholarship sites must still provide their own volunteer coaches. Additionally, these sites must also agree to other details, such as assisting parents/guardians with online registration or facilitating a paper application process, providing a bus to transport program participants and their families to and from the Girls on the Run 5K, etc. **Please contact Program Director Miyoko Beetem at miyoko@gotrsv.org if you'd like to be considered as a full-scholarship site for our 2017 season.**

Program Registration Details

The Girls on the Run of Silicon Valley staff manages all aspects of program registration – we just ask for your help promoting the program at your school and encouraging girls to sign up! We will send you updated rosters as girls register and when your team fills.

Priority Registration Period for Coaches' Daughters: Coaches receive a discount on their daughter's registration fee and can guarantee her spot in the program by registering her during our Priority Registration Period in November.

Program Lottery Registration Period: Registration for the lottery will open on Saturday, December 3, and close on Monday, December 5, 2016. Families can register their daughters at ANY time during this period to enter them into the lottery. The computer-generated lottery will be run on Tuesday, December 6, for all sites. Parents will receive an email by the end of the day on Tuesday letting them know if their daughter was placed on the team roster or on the waiting list. (For our 2016 season, approximately 100 girls were placed on the waiting list after the lottery was run. We were able to offer spots to every girl on the lottery waiting list before the season started, thanks in large part to our sites recruiting additional coaches in order to add a team and open more spots at their site for these girls.)

General Program Registration: After the lottery is run, general program registration will reopen at 9:00 am on Wednesday, December 7, 2016. Registration will be first-come, first-served until registration closes on Sunday, March 12, 2017.

Host School Priority Registration: For the first two weeks of registration, only girls who attend the school where the program is taking place are allowed to register for the program. Beginning Friday, December 16, 2015, ANY girl attending ANY school may register at ANY program with space (except at full-scholarship sites where registration is limited to girls attending that school only).

Waiting Lists: Once a site fills, girls may register for the site's waiting list. When spots open, they are offered to girls in the order in which they registered for the site's waiting list.

Last Day to Sign Up: Girls can register or be moved from the waiting list to the team through the end of the first week of the program (through 11:59 pm on Sunday, March 12, 2017). NO girl can be added after this date (even if a spot opens).

Season Timeline: Key Dates

- **Early September 2016:** Girls on the Run Information Night. Date and location TBA.
- **Thursday, September 15, 2016:** Site applications and coach applications are due.
- **Mid-October 2016:** All 2017 season program sites will be confirmed.
- **October 2016:** All coaches (new and returning) complete online training.
- **Early November 2016:** New coaches attend one of our New Coach In-Person Training sessions on a Saturday or Sunday morning or afternoon in early November.
- **Mid-November 2016:** Coaches with daughters participating in the program register them during our special Priority Registration Period for Coaches' Daughters.
- **Saturday, December 3-Monday, December 5, 2016:** Families can register their daughters for the program lottery anytime during this 3-day period.
- **Tuesday, December 6, 2016:** The computer-generated lottery is run and families are contacted as to whether their daughter was placed on the team roster or on the waiting list.
- **Wednesday, December 7, 2016:** Program registration reopens at 9:00 am on a first-come, first-served basis.
- **Friday, December 16, 2016:** Host-School Priority Registration Period is over and beginning on December 16, ANY girl attending ANY school can register for ANY program site with space.
- **February 1, 2017:** Registration opens for the Girls on the Run 5K. The 5K is open to everyone in the community so anyone – women, men, girls and boys – can register. Each girl in the program must have a running buddy (someone who walks/runs the entire 5K with them), and all running buddies MUST register for the 5K. (Coaches and program participants DO NOT need to register for the 5K. They are automatically registered being a coach/being in the program.)
- **Early February 2017:** Supply Pickup #1. One coach from each site picks up materials.
- **Mid-February, 2017:** All teams meet for their Pre-Season Planning Meeting.
- **Week of March 6, 2017:** The 2017 season begins! All sites must start their lessons this week.
- **Sunday, March 12, 2017, at 11:59 pm:** Program registration closes. After this date, girls CANNOT register nor be moved from the waitlist to the program (even if there is space).
- **Mid-March 2017:** Supply Pickup #2. One coach from each site picks up additional materials.
- **Early-May 2017:** Supply Pickup #3. One coach from each site picks up final materials.
- **Saturday, May 20, 2017:** The season culminates with the Girls on the Run 5K at Vasona Park in Los Gatos! Coaches arrive at 6:00 am. Girls arrive at 6:30 am.
- **Post-5K:** Your site will meet for one final lesson, the Final Celebration.
- **Late-May 2017:** Supply Return. One coach from each site returns all materials.

Girls on the Run

Sample Curriculum Overview

We have three Girls on the Run (elementary school) curricula, developed by Girls on the Run International, that we rotate through each year.

Identity: Self-Care, Self-Awareness, Knowing Self

Lesson 1: Building Our Girls on the Run Team

Lesson 2: I am Girls on the Run

Lesson 3: Star Power

Lesson 4: Self-Talk Matters

Lesson 5: Untangling Our Emotions

Lesson 6: Healthy Habits for Life

Lesson 7: Attitude of Gratitude

Lesson 9: Real Beauty

Connectedness: Selecting Healthy Relationships and Keeping Them Healthy

Lesson 10: Let's Cooperate

Lesson 11: I Choose to Stop and take a BrThRR

Lesson 12: Let's Plan

Lesson 13: It Takes Courage

Lesson 14: Putting an End to Gossip

Lesson 15: Being a Stand-Byer

Lesson 16: "Best" Friends

Lesson 17: Practicing our 5K!

Empowerment: Celebrating and Sharing Our Strengths

Lesson 18: Power Up

Lesson 20: Designing Our Community Impact Project

Lesson 21: Using our Star Power

Lesson 23: Our GOTR Toolbox

Girls on the Run 5K: All sites participate in the event at Vasona Park in Los Gatos!

The Final Celebration (Lesson 24) takes place immediately after the 5K or at your next, and final, lesson the week following the 5K.

Heart & Sole Curriculum Overview

The Heart & Sole curriculum was designed in 2014 specifically for middle-school girls. The Heart & Sole curriculum is based on the Girl Wheel, a five-pronged wheel representing areas of all girls' lives: spirit, brain, heart, social, and body. The curriculum helps the girls identify in which areas they are already strong, in what areas they can strengthen their skills, and how they can grow overall.

Heart & Sole Curriculum:

Lesson 1: You are Here

Lesson 2: My Girl Wheel

Lesson 3: Reaching My Goals

Lesson 4: Making Connections

Lesson 5: Overcoming Obstacles

Lesson 6: Press Pause

Lesson 7: Strong

Lesson 8: Challenge and Strength

Lesson 9: Other People's Wheel

Lesson 10: SOS

Lesson 11: Support

Lesson 12: Asking for a Giving Help

Lesson 13: Being With Me

Lesson 14: Where I End

Lesson 15: Standing Up

Lesson 16: Connection

Lesson 17: Hooray!

Lesson 18: Impact

Lesson 19: Here You Are

Lesson 20: Reflection

Girls on the Run 5K: All sites participate in the event at Vasona Park in Los Gatos!

The Final Celebration (Lesson 21) takes place immediately after the 5K or at your next, and final, lesson the week following the 5K.