



Hello Nike TEAM,

This packet contains all of the necessary papers to get you another step closer to the Nike Women's Half Marathon SF. As you learned at registration, we ask for you to recommit to the program, at this time, so that we may proceed with your Nike weekend arrangements. You may recommit simply by filling out the attached forms and returning them to the office by August 8th. **They may be faxed to 614.476.7189 or mailed to The Leukemia & Lymphoma Society, 2225 Citygate Dr Suite E. Columbus, OH 43219.**

Remember, when you recommit, you are *reconfirming your commitment* to The Leukemia & Lymphoma Society that you will fundraise the full amount of your goal or personally donate the difference. The Leukemia & Lymphoma Society will not be able to make any type of reservations for you until we have your signed recommitment and fundraising forms, **which must be received by the August 8th deadline.**

The final **fundraising deadline is October 16, 2014.** It is on this date that any amount short of your fundraising commitment will be applied to your credit card. We will contact you to confirm the balance to be charged. Keep in mind that if you receive donations after the deadline, they will still be applied to your fundraising account.

Please note that all credit card forms are secure and will only be used for recommitment and final fundraising charges. If you have any concerns about this process, please contact us.

Please contact me with any questions you have about these forms or recommitment at Alysia.Smith@lls.org

The Leukemia & Lymphoma Society is finding cures for blood cancers because of your commitment!

Sincerely,

Alysia Smith

Campaign Manager

Team In Training

614.498.0409

**THIS PACKET CONTAINS IMPORTANT INFORMATION: PLEASE READ CAREFULLY!
RETURN ALL FORMS BY FRIDAY, AUGUST 8th!**

EXPLANATION OF RECOMMITMENT FORMS

- 1. Race Day Transportation:** Each participant will receive a wristband for race day transportation. If you have friends and family that will need to get from the hotel to the finish line and back, you can purchase additional race day transportation.
- 2. Recommitment Form:** The recommitment form needs to be completed in full. The credit card information must be provided in order to secure your place on the Team and begin finalizing your travel arrangements for event weekend. **The only exception to this is if you have already completed your fundraising.**
- 3. Hotel:** *One half of a room is complimentary.* Team In Training will pair you with a TNT roommate. You can specify who this will be or you can allow us to pair you up. You can purchase your own room for the fee indicated on the form and you may also have guests stay in your room, for the fee indicated on the form, if space allows. We will not be able to confirm this until we have received everyone's recommitment forms.
- 4. Inspiration Dinner:** Each participant receives one complimentary ticket for the inspiration dinner. Additional tickets may be purchased at recommitment time. Anyone ordering extra tickets will be charged for the extra tickets at recommitment.
 - a. If you purchase extra tickets and your guests are not able to attend the event, you will still be responsible for the ticket price if the tickets cannot be resold.
 - b. If you do not order tickets for your guests at recommitment time, there is a chance that tickets will not be available event weekend.
- 5. Jersey or Singlet Order Form:** You will receive a complimentary TNT jersey or singlet. The sizing chart provides the information needed to order a proper fit.
- 6. Guest and Extra Fees Form:** This form only needs to be completed and returned if you have guest or additional fees. The form has been created so that you can total all additional costs for the weekend.
- 7. Fax Cover Sheet:** Enclosed with this packet you will find a fax cover sheet. This sheet can be used for faxing your forms in or for mailing them in. It has a checklist of all the forms and documents that need to be returned to the office.
- 8. Race Registration:** Each participant receives a complimentary race entry. Race registration instructions will be emailed to you **after** your recommitment papers are turned in.



RACE DAY TRANSPORTATION

Name: _____

I am a:

- Participant Fundraising Mentor Coach Fundraising Captain

I plan to:

- Run Walk Run/Walk

RACE DAY ONLY TRANSPORTATION:

Race Day Transportation is provided as part of your fundraising for each participant. You may purchase additional race day transportation bracelets for guests.

- Please reserve one bracelet for myself at no charge
- Please reserve___ additional bracelets (x\$25) for my guest(s)

NIKE WOMEN'S HALF MARATHON RECOMMITMENT FORM

As you know, when you registered for Team In Training you committed to raise the fundraising minimum for your event. These minimums are set to ensure we keep our program costs low, maintaining our credibility to all of our donors and most importantly, maximizing the funds we are able to invest in research.

Unless you have already reached your fundraising commitment, we ask that you secure your place on the team with a credit card number. Your card number will be placed in a confidential file until the final fundraising deadline of **October 16, 2014**. If you have not reached your fundraising commitment by the deadline date, we will ask you to donate the difference by either sending a check or charging the balance due on your credit card.

Please understand we need this kind of assurance to secure weekend arrangements. If you have any questions, please call your staff coordinator. We are here to support you in reaching your fundraising and training goals. Please note if you are unable to recommit and continue with Team In Training the money that you have raised can not be transferred to another participant but will go toward The Leukemia & Lymphoma Society's research and patient services programs.

The Leukemia & Lymphoma Society agrees to provide the participant with a TNT experience including race entry into desired event. Our performance is contingent upon the event taking place in the designated city/state/date as provided by the race to LLS. Furthermore, should the event course be changed, shortened or cancelled by the race organizers, and the participant is unable to complete the event due to these changes, LLS is under no obligation to provide the participant entry into another event.

THIS FORM MUST BE RETURNED TO OUR OFFICE BY August 8, 2014!

Please print clearly and ensure you credit card number does not expire prior to October 16, 2014.

Please confirm your selected fundraising commitment level:

- { } \$2500 – Nike Women's Half Marathon SF w/ 2 Night Hotel Run _____ Walk _____
 { } \$2900 – Nike Women's Half Marathon SF w/ 3 Night Hotel Run _____ Walk _____

Name: _____

Credit Card # _____ **Exp** _____

Name as it appears on card _____

Cardholder's Signature _____

- I have already met my fundraising commitment.
 I have not met my fundraising commitment, but would like to recommit.
 I am unable to recommit and continue with Team In Training.

*As a reminder, you have the ability to raise an additional **\$1,000** over your **committed goal**, to secure **\$250** airfare voucher. If interested, **please reach out to staff immediately to discuss the policy for reimbursement.**

HOTEL

Please print clearly or type this information.

ALL information must be completed in order for your room to be reserved.

Name: _____

Hotel Information

Hilton San Francisco
333 O'Farrell Street
San Francisco, CA 94102

Arrival/Departure Date:

Arrival: Friday, October 17

Departure: Monday, October 20

Each participant is provided half a room. If you would like your own room or have someone other than a TNT participant stay in your room, you will need to pay for the other half of your room which will be \$405 for the weekend.

- I do not need TNT to reserve a hotel room for me.
- I would like my roommate to be another TNT participant: _____
- I would like my chapter to assign me a roommate
- I would like my own room (for this option you will pay \$405 plus \$10 per guest, if space allows.)
- I will not share my room with anyone.
 - I will share my room with the guest(s) listed below (add \$10.00 per guest over 18)

of guests _____

Guest Name _____

2nd Guest Name _____

Bedding Type: One Bed Two Beds

Special Requests: Important Hotel Policies:

- You must provide a credit card at check-in to cover incidental expenses
- TNT will only book reservations for your chapter's designated arrival/departure dates.
- TNT will only book 1 room per participant, mentor, staff or coach.
- Additional rooms for guests must be reserved on your own by calling the hotel directly.
- Extra nights for yourself or guest must be reserved on your own by calling the hotel directly.



INSPIRATION DINNER

Name: _____

Please check all that apply and write the number of tickets needed in the space provided. Each participant is provided a ticket to the inspiration dinner. Any additional tickets for guests need to be purchased at the rate listed below. Please note that tickets may not be available event weekend.

Inspiration Dinner – Saturday, October 18, time TBA

Moscone Center North
747 Howard Street
San Francisco, CA 94103

- Please reserve 1 ticket for myself at no charge
- Please reserve ___ additional adult tickets (\$50)
- Please reserve ___ children (3-11) tickets (\$23)
- Please reserve ___ children (2 and under) tickets (\$0)

JERSEY ORDER FORM

Each Recommitted Team Volunteer will receive a purple DriFit T-shirt or singlet to wear during the marathon. The DriFit shirts are designed to wick moisture away from your body. They will also identify you as a Team in Training Volunteer. Please read the descriptions carefully to help you choose the shirt that is right for you.

MEN'S DRI FIT T-SHIRT

T-Shirts are short sleeve and tend to run from true to size to slightly large. If you like a very loose fitting shirt, order the next size up. The XXL shirt is very generous.

WOMEN'S DRI FIT T-SHIRT

The women's t-shirt is recommended for walkers or runners. It is styled with a V-neck (like the women's singlet), short sleeves and is not as long as the men's t-shirt style. They run true to size.

MEN'S DRI FIT SINGLET

The men's singlet is a sleeveless tank top made to fit a man's body. The arm holes are slightly wider and deeper and the shirt is longer than the women's singlets. They are not as generously cut as the unisex t-shirts.

WOMEN'S DRI FIT SINGLET

The women's singlet is a sleeveless tank top made to fit a woman runner's body. The arm holes are cut higher than the men's and the shirt is **shorter in length**. They are generally designed to fit the body without being skin tight. If you like a looser fit or need extra room in the bust area, or prefer the longer length to sit at the top of your shorts, order a size up or **consider ordering a men's singlet**. The arm holes on the men's singlets are slightly deeper so you should be more comfortable "showing off" your sports bra. (See men's singlet description for more details).

Name: _____

Choose only one

___ Men's T-shirt	XS	S	M	L	XL	XXL	XXXL
___ Women's T-shirt	XS	S	M	L	XL	XXL	XXXL
___ Men's Singlet	XS	S	M	L	XL	XXL	XXXL
___ Women's Singlet	XS	S	M	L	XL	XXL	XXXL

GUEST AND EXTRA FEES

Name: _____

Hotel: Own room x \$405 = _____ # of guests x \$10 = _____ Total = _____

Inspiration Dinner: _____ # of adult guests x \$50 = _____

_____ # of children guests x \$23 = _____

Race Day Transportation for additional guests: _____ # additional transportation bracelets x \$25 = _____

Total Guest Fees: \$ _____

Please print clearly and ensure that your credit card does not expire prior to October 3, 2014

Payment Method: Check # _____ paid on _____ (DD/MM/YYYY)

Credit Card # _____

Exp. _____ Security Code _____

Card Holder Name: _____

Card Holder Signature: _____

*No changes can be made to Hotel or Ticket orders after recommitment. For questions or changes prior to your recommitment date, please contact your lead staff coordinator.

FAX TRANSMITTAL FORM

To: Alysia Smith

Fax: 614.476.7189

From: _____

Date: _____

Time: _____

Pages: _____

I have included the following:

- Event Selection Form & Race Day Transportation
- Recommitment Form
- Hotel
- Inspiration Dinner
- Jersey Order Form
- Guest and Extra Fees

Comments: