



# TEAM NEF 2019

## Table of Contents

<b>Important Information</b>	<b>2</b>
Dates to Remember	2
Social Media	2
Important Links	3
Contacts	3
<b>Training</b>	<b>4</b>
<b>Fundraising and Member Commitment</b>	<b>6</b>
Business Teams	6
Cherryfish Fundraising Pages	6
Set Up Your Page	7
Sharing Your Cherryfish Page Through Facebook	8
Fundraising Ideas: Individual and Group	9
Steps for planning an event at a local business:	9
Other creative fundraising ideas	9
Cash or check donations	10
Matching gifts	10
<b>Swag Bag Pick-Up and Race Packet Pick-Up</b>	<b>11</b>
Swag Bag (Parking pass and shirt)	11
Race Packet Pick-Up (Bib)	11
<b>Race Day Headquarters</b>	<b>12</b>
Headquarters and Starting Line Locations	13
<b>TEAM NEF 2019 Presenting Sponsor</b>	<b>14</b>
TEAM NEF 2019 Sponsors (as of 6/20/2019)	14
<b>TEAM NEF Frequently Asked Questions</b>	<b>15</b>

## Important Information

### Dates to Remember

**August 1** – Sponsorship Deadline

**October 9**– [TEAM NEF Swag Bag Pick-Up](#)

Includes parking pass and team shirt

203 W. Hillside Hours

7:30 AM - 7:00 PM

\*Staff swag bags will be delivered to your building

**October 18 and 19** – [Race Packet Pick-up](#)

Includes race day bib

Fort Hill Fitness Center

[20 Fort Hill Drive](#)

Friday, October 18: 10:00 AM - 7:00 PM

Saturday, October 19: 10:00 AM - 4:30 PM

**October 20** – **RACE DAY!**

Parking closes at 6:15 AM

Half Marathon starts at 7:00 AM

5K starts at 7:15 AM

**October 20** – Fundraising Deadline

**Late November** – D203 Staff reimbursements distribution

**November** – **January** – Check presentations to schools

### Social Media

Follow us to keep up with the latest NEF news and team information. Tag us as you post about your training or fundraising efforts!



NEF is on Instagram, Facebook, Twitter, LinkedIn, and YouTube.

**NEF tag:** @nef203

**TEAM NEF hashtag:** #goteamnef

**Facebook Group Page:** Send a request to join the private TEAM NEF on Facebook. Learn about training, get reminders about important dates, or connect with one another.

<https://www.facebook.com/groups/850747811721567/>



## Important Links

**NEF Website:** [www.nef203.org](http://www.nef203.org)

**TEAM NEF Information Page (includes a list of all TEAM NEF members):**

<https://nef203.org/how-you-can-help/join-team-nef/>

**Race Information:** [www.runnaperville.com](http://www.runnaperville.com)

**Facebook Group Page:** <https://www.facebook.com/groups/850747811721567/>

## Contacts

**NEF office** (Wendy and Amy)

[nef@naperville203.org](mailto:nef@naperville203.org)

630-420-3086

**Amy Schade**, NEF Development Coordinator

[aschade@naperville203.org](mailto:aschade@naperville203.org) or 630-420-3086

**Wendy Goettsch**, NEF Executive Director

[wgoettsch@naperville203.org](mailto:wgoettsch@naperville203.org) or 630-548-7872

### **TEAM NEF 2019 Committee**

Alissa Johnson Tripas, Chair

Christine Bell

Kristin Fitzgerald

Kim Henderson

Jennifer Jansen

Christine Lockhart

Monica Lucibello

Melissa Noto

Bill Mitchell

Morgan Tyschper

## Training

Group training runs are hosted by our partner, Dick Pond Athletics Lisle. All of these programs are FREE with your registration for TEAM NEF.



[2775 Maple Ave](#), Lisle, in the Green Trails Shopping Center



Thank you to our TEAM NEF training team:

- Christine Bell
- John Brazda
- Dana Klein
- Dick Pond managers Krista and Mitch

### **Monday: Walk2Run Program** (10 week program)

- If you are new to running, this is where you'll start.
- For more information, see <https://www.dickpondathletics.com/lisle/walk2run>.
- Any questions, email Krista at Dick Pond: [krista@dickpondathletics.com](mailto:krista@dickpondathletics.com)
- Start dates: June 10, 2019 or August 19, 2019
- Meet 6 PM every Monday at Dick Pond Athletics ([2775 Maple Ave](#), Lisle, in the Green Trails Shopping Center)

### **Tuesday: Track Workouts** (for all paces)

- Workouts vary each week.
- Tuesday's track workouts will be posted on the TEAM NEF Facebook page.
- Whether you want to do the posted workout or just walk around the track, you are invited! Walk2Run participants may complete their second workout for the week using the outside lanes.
- Meet at Benet Academy ([2220 Maple Avenue, Lisle](#)) at 6pm every Tuesday.
- Bring a watch and water bottle.
- Free for TEAM NEF, Dick Pond Racing, and Team Morton Arboretum. Everyone else pays \$1 each week.
- All ages are welcome.
- Participants will sign a Benet Academy and Dick Pond Athletic waiver their first week.

### **Thursday: Fun Run**

- Join the group for the weekly 3-4-5+mile fun run through the Green Trails subdivision.
- Runners of ALL levels are welcome.
- 6pm, meet at Dick Pond Athletics ([2775 Maple Ave](#), Lisle, in the Green Trails Shopping Center)

### **Saturday: Weekend Walk/Run**

- Free morning group walks/runs open to all walkers/runners of all levels.
- Meet at different trailhead locations around the area for walks/runs on surfaces ranging from dirt, grass, crushed limestone to asphalt.
- You may expect to find walkers/runners covering distances ranging from 2-20 miles.
- Starting time is 7 AM during the summer months.
- **Contact: Wayne Haworth** ([wayne@dickpondathletics.com](mailto:wayne@dickpondathletics.com)) to be added to the Saturday distribution lists. He includes details of the location, map, and what to expect.

### **Want to train on your own? Here are some plans:**

Couch to 5K click [here](#).

Half Marathon training plan click [here](#).

## Fundraising and Member Commitment

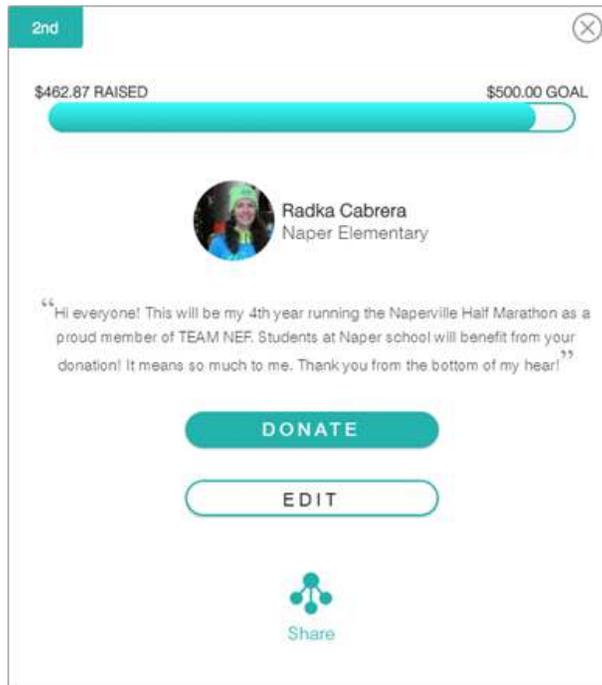
- Run or walk the Naperville Half Marathon or 5K on Sunday, October 20, 2019
- Raise a minimum of \$203 by October 20, 2019

### Business Teams

If you are participating as part of a **business team**, you will not have an individual fundraising page. You will use a single group fundraising page set up for the business, rather than creating your own individual page. The business you are representing will share that link with you.

### Cherryfish Fundraising Pages

Set up your personal fundraising page\* through Cherryfish. You can share this page to help you reach your fundraising goal. The NEF office uses these pages to track all donations made to support you and your school. You can also check your page to see your fundraising progress.



You can set up a joint fundraising page for family members if you would like. For example, a parent and child or spouses might set up a single page for raising funds together. If you do so, please email [nef@naperville203.org](mailto:nef@naperville203.org) to let the office know that you are sharing your fundraising page, and remember to set your fundraising goal to the appropriate amount (\$203 for an individual, \$406 for 2 people, \$609 for 3 people).

\*TEAM NEF members who are running as part of a **business team will use a group fundraising page** set up for that business, rather than an individual fundraising page.

## Set Up Your Page

Set up your Cherryfish page here:

<https://www.cherryfish.com/teamnef2019/createteam>

### Cherryfish tips:

- Add a picture and personal note about why you decided to join the team
- Set a fundraising goal higher than \$203
  - Your online goal is visible to supporters
  - Higher goals can inspire more people to donate or to donate larger amounts
  - You only need to raise \$203, even if you set a higher personal goal
- Share your personal link with family, friends, your school, or colleagues on social media or in email messages

After you set up your page, you will have a personalized link to share with friends and family. Following this link is the fastest way for donors to make a contribution. You will receive an email with your link - **save the link or bookmark the page for fast access**. You can also edit your page at any time.

Donors will choose their amount, confirm the runner/walker they are supporting, and make payment. Funds go directly to NEF's bank account. Funds designated for a school will be distributed after the race.

You'll receive an email every time a donation is made, and you can view all donations made through your page. The confirmation email will contain the donor's email address unless they have chosen to donate anonymously, and any personal note the donor has added. You can use that email address to send a thank you note to your supporters. All donors will receive an email acknowledgement of their tax-deductible donation. NEF will send donation acknowledgement letters for donations of \$50 or above.

Spread the word and send your custom link so your friends and family jump straight to your message.



CHANGE PICTURE

Name \_\_\_\_\_

Message to supporters  
\_\_\_\_\_

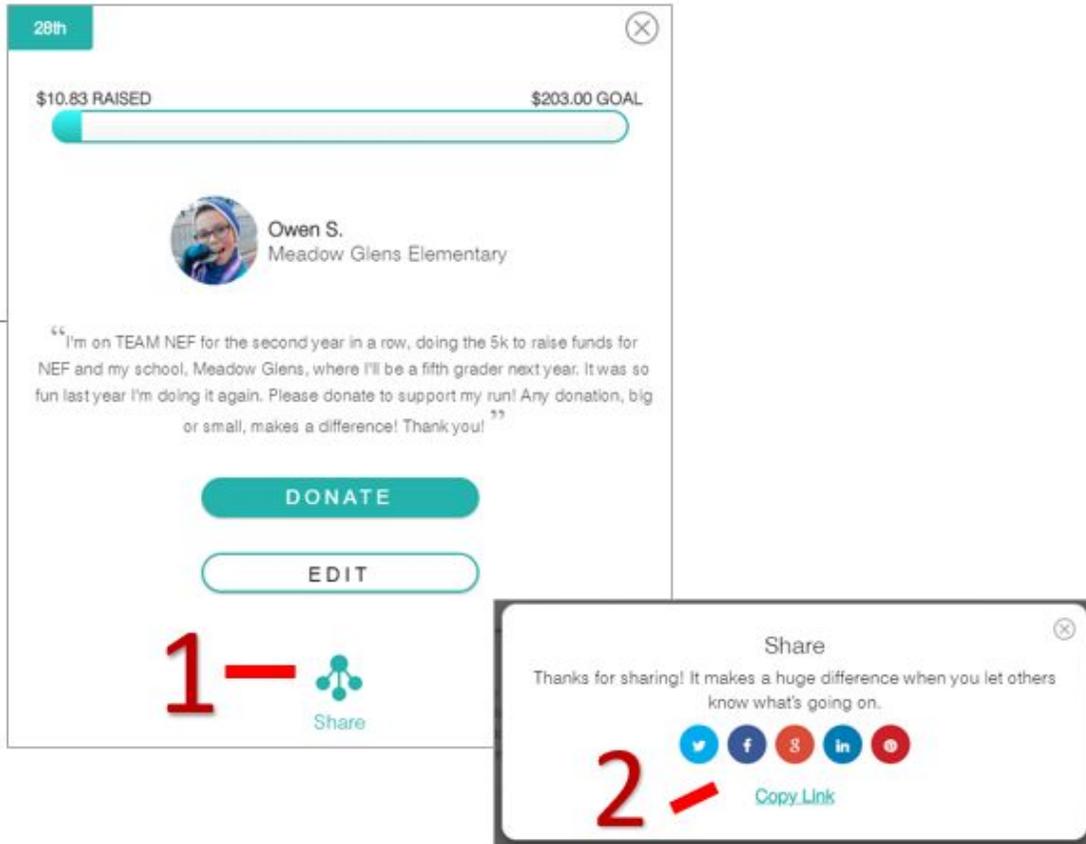
Goal  
minimum \$203

I am supporting:  
Select from list ▼

SAVE

## Sharing Your Cherryfish Page Through Facebook

Share your personalized Cherryfish link through Facebook. You can simply copy and paste the link to your personal page, or go to your page, click on the Share icon, and select where you would like to share the link. You can also copy your link from this page.



**Caution:** It is also possible to set up a fundraiser through Facebook's fundraising tools. If you do this, your donations will be reflected on Facebook, but not through your Cherryfish fundraising total until we receive the check and data from Facebook, which can take months. NEF will receive the funds, but there is a delay. If you share your Cherryfish page instead, NEF receives the data and funds immediately.



## Fundraising Ideas: Individual and Group

Many local restaurants and businesses will support fundraising efforts. You bring in business, and they will donate a portion of the proceeds.

You can raise funds on your own or together with others. When you submit funds raised by a group, tell us how to divide the funds\*. Funds can go to support individual team members who worked on fundraising efforts or it can be divided by all TEAM NEF members representing your school. For instance, "Please split funds evenly between Sally Jones, Bob Smith, and Sarah Ryan."

\*If you are participating as part of a **business team**, proceeds from any group fundraising will be applied to the business and not to individual business team members.

### *Steps for planning an event at a local business:*

- Contact Wendy or Amy at [nef@naperville203.org](mailto:nef@naperville203.org) to check to see if that business has been used by another TEAM NEF member.
- Confirm the details for your event with the local business.
- Share the details of your event with NEF at [nef@naperville203.org](mailto:nef@naperville203.org) so we can help publicize your event.
- Tell the NEF office who will be sharing the proceeds from the event and how to split the funds.
- The funds will be added to your Cherryfish fundraising page within 2 weeks of the time the funds are received.

### *Other creative fundraising ideas*

Fundraising ideas from past runners include:

- Garage sale, bake sale or lemonade stand
- Car wash, lawn mowing or babysitting
- Penny/change drives
- Posters to raise awareness in school or office (staff rooms, teachers' doors, hallways, office, parent drive)
- Raffles at parent teacher conferences for "free" items like prime parking or seating at school events
- Staff cookouts or comfy clothes days
- Musicians playing at dine out nights or school events

### Cash or check donations

Make checks payable to NEF or the Naperville Education Foundation. Drop off checks or cash in an envelope clearly marked with your name at the NEF office (203 W. Hillside). We will credit your online fundraising account (Cherryfish) within 2 weeks.

Donors can also mail donations to the NEF office. They must include the name of the TEAM NEF member on the memo line of the check.

Naperville Education Foundation

203 W. Hillside

Naperville, IL 60540

### Matching gifts

Many companies provide matching funds for employee donations. Paperwork, if needed, can be sent to the NEF office (203 W. Hillside, Naperville, IL 60540).

Please let the office know ([nef@naperville203.org](mailto:nef@naperville203.org)) if a matching gift is coming so we can keep an eye out for it and credit it to your fundraising account when the funds are received.

Please note that depending on the company, the matching gift payment may take months to arrive at the NEF office.

## Swag Bag Pick-Up and Race Packet Pick-Up

Both the swag bag and race packet are required.



### Swag Bag (Parking pass and shirt)

**Wednesday, October 9**

Staff: Packets will be at your school

All others: Pickup at the District Office (203 W. Hillside) between 7:30 AM and 7:00 PM.

This will include IMPORTANT information including your parking pass and team t-shirt. You can pick up swag bags for other runners. You will need to sign for the bags you pick up.

**You CANNOT park at Naperville Central High School without a pass.**

### Race Packet Pick-Up (Bib)

**Friday, October 18 and Saturday, October 19**

Race packet pick-up is organized by the Healthy Driven Naperville Half Marathon and 5K.

Friday, October 18: 10 AM - 7 PM or

Saturday, October 19: 10 AM - 4:30 PM

Fort Hill Fitness Center

[20 Fort Hill Drive](#)

Details about Race Packet Pick-Up, including how to pick up someone else's packet, are here:  
<http://runnaperville.com/packet/>

**You CANNOT run/walk without a bib.**

## Race Day Headquarters

TEAM NEF race day headquarters are at Naperville Central High School at 440 Aurora Avenue.

Headquarters provides:

- Snacks and drinks
- Gear check
- Restrooms with amenities
- Parking
- Legacy or multi-race medal pickup
- Only a 5-minute walk to the starting line

Parking is guaranteed until 6:15 AM due to race-related City of Naperville road closures.

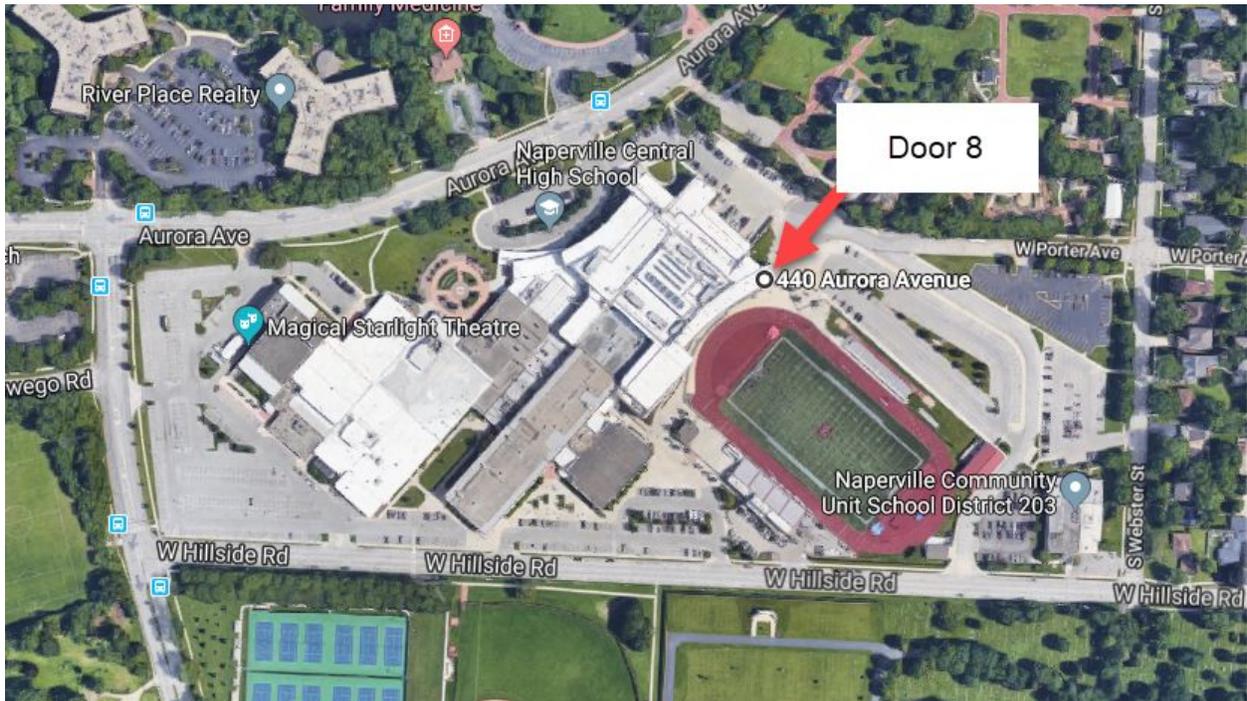
The course map is available at <http://runnaperville.com/course-amenities/>

Headquarters amenities and TEAM NEF support is provided by our [sponsors](#).

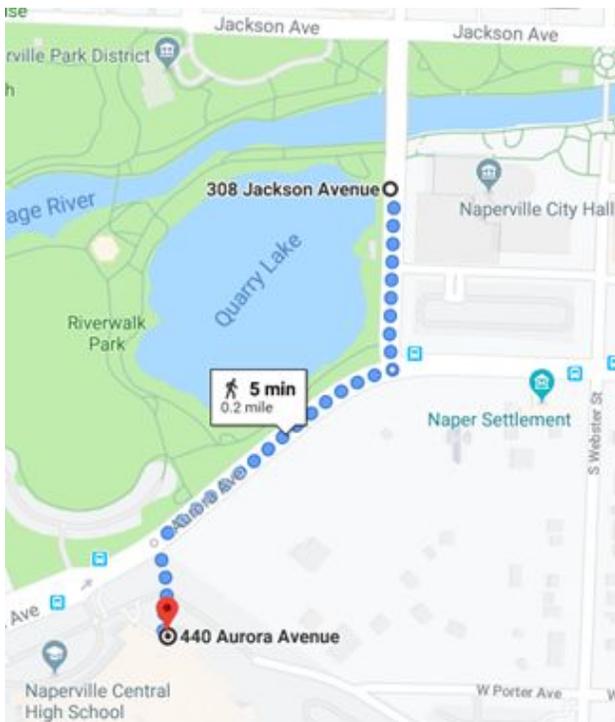


## Headquarters and Starting Line Locations

Enter headquarters through Door 8 at Naperville Central High School.



Headquarters is 0.2 miles from the race starting line on Eagle street, just north of Aurora.



TEAM NEF 2019 Presenting Sponsor



GAIL NIERMEYER  
REALTOR®



RESIDENTIAL BROKERAGE

TEAM NEF 2019 Sponsors (as of 6/20/2019)



## TEAM NEF Frequently Asked Questions

### How do I raise money for TEAM NEF?

Here are a few ideas.

1. Ask friends, family or colleagues to make a donation. NEF is a 501(c)3, so donations are tax deductible.
2. Your company or the company of people who donate to you may provide [corporate matching funds](#).
3. Coordinate with others to set up [group fundraisers](#).
4. Look to the [TEAM NEF Facebook group](#) for ideas or to connect with others.

### How do people make donations toward my fundraising total?

Supporters can donate online through your Cherryfish page. They can also write a check made payable to NEF and mail or deliver it to NEF, 203 W. Hillside, Naperville, IL 60540. Donations made by check must have the TEAM NEF member name written on the memo line so we can accurately track donations. Cash donations must include the name of the TEAM NEF member.

### How will I know how much I have raised?

Check your personal Cherryfish fundraising page. All online and offline donations will be added here.

### Can I get a list of those who donated to me so I can thank them?

Through Cherryfish, you can see a list of your donors. Your Cherryfish donation email confirmations will include the email address of the donor if you would like to email a thank you note. Also, after the race, you can email the NEF office at [nef@naperville203.org](mailto:nef@naperville203.org) and request a list. Note, anyone donating \$50 or more will receive a letter from NEF as a record of their charitable contribution. All donors receive an email receipt of their contribution.

### What happens if I get hurt and can't run?

Your race registration fee to race organizers is non-refundable and non-transferable. For details, please see <http://runnaperville.com/faqs/>

### Who is running for my school?

A list of runners and walkers for each school is available at <https://nef203.org/how-you-can-help/join-team-nef/>

**I am a District 203 staff member. When will I receive the reimbursement toward my race registration?**

All district employees who complete the race and fulfill their fundraising commitment will receive the Insurance Committee's reimbursement toward your race registration by late November.

**What is the race course?**

The race course map is available at <http://runnaperville.com/course-amenities/>.

**Can I switch my registration from the 5K to the Half, or from the Half to the 5K?**

Please see the Healthy Driven Naperville Half Marathon and 5K frequently asked questions at <http://runnaperville.com/faqs/> for details on switching registrations.

**Can I pick up someone else's swag bag or race packet?**

*Swag bag:* Yes, you can pick up another member's swag bag for them. You will sign for any swag bags you pick up.

*Race packet:* Details about Race Packet Pick-Up, including how to pick up someone else's packet, are here: <http://runnaperville.com/packet/>

**I am going to earn a multi-race or legacy medal. Where do I get it?**

All multi-race or legacy medals earned by TEAM NEF runners will be at Naperville Central at the end of the race.

**Where do I store my belongings while I run?**

TEAM NEF gear check is located at Naperville Central High School. You can leave your personal belongings in a bag at our secure gear check while you are out on the course.