

Azalea Trail Run Rewards Program Checklist

- Distribute ATR race applications to students, staff, and faculty.
- Remind students, staff, and faculty that forms and fees must be returned to you by February 27 to be included on the school roster spreadsheet.
- Collect forms and fees from school participants. Make sure there is only one entry per form.
- Contact me at atrschoolprogram@gmail.com and I will send the attachment for the spreadsheet.
- Fill out the school roster spreadsheet for the 10K, 5K, and Fun Run participants – note the students' homerooms and shirt sizes for your convenience. Email to atrschoolprogram@gmail.com when finished.
- Complete the Summary Sheet. Make a copy for your records.
- Return the completed applications, fees and summary sheet to the Port City Pacers by close of business on March 12. Applications may be dropped off at McCoy Outdoor, Run-N-Tri, Fleet Feet, or the Port City Pacers office (358 Morgan Avenue).
- Pick up race packets and shirts at the Port City Pacers office between noon and 6 pm on March 20. Packets not picked up that day will be taken to the Mobile Civic Center on Friday, March 22.