Charity 5K Run/Walk and Fun Run to Benefit the

Boys and Girls Club of Muncie

An Honors Thesis (HONRS 499)

by

Jennifer Pollack
Carly Brandenburg

Thesis Advisor
Mr. Richard Shoemaker

Ball State University
Muncie, Indiana

September 2007

Expected Date of Graduation: May 2008
# Table of Contents

Abstract .............................................................................. 2  
Acknowledgements ................................................................ 3  
Purpose of Project .................................................................. 4  
Timeline of Process .................................................................. 5  
What We Learned .................................................................. 9  
Sponsors ........................................................................... 11  
Advertising in Campus Community ........................................... 11  
Budget ............................................................................. 13  
Future Recommendations ....................................................... 14  
How to Organize a Charity Event ................................................ 16  
Appendix .......................................................................... 18
Abstract

Carly Brandenburg and Jennifer Pollack organized a charity run to benefit the Boys and Girls Club of Muncie on September 22, 2007. Organizing the event included obtaining sponsorships, reserving venues and equipment, obtaining legal permission, and promoting the event on Ball State University campus and in the Muncie community. The event featured a free concert by Midwest Hype and free food and door prizes for all participants. The charity event consisted of a 5K run/walk and a one mile fun run. The event raised more than $700 for the Boys and Girls Club of Muncie. The report consists of the process of organizing the event, examples of promotional material, newspaper articles, pictures of the event, and future recommendations for organizing the same charity run in the future.
Acknowledgements

We would like to thank our event sponsors for supporting a great cause and contributing to the community. Furthermore, we would like to thank the Ball State University recreation staff and the Boys and Girls Club of Muncie for helping us plan the 5K run and cooperating with us throughout the entire process.

We also want to thank Mr. Richard Shoemaker for advising us through this project and helping us keep on track and organize a successful event.
Purpose of Project

The purpose of organizing a charity 5k run/walk and fun run to benefit the Boys and Girls Club of Muncie was to provide us with an opportunity to give back to the Muncie community while implementing our advertising and networking skills. Through the process of organizing a charity event, we hoped to broaden our educational experience at Ball State University and obtain real-life experience that would help us in our future careers.

Furthermore, we hoped to enhance our organizational and professional skills through the process of planning and attaining sponsorships from local businesses in Muncie. In addition, another purpose of the event was to conduct research on what the most effective form of advertising would be to reach students and people in the community when promoting a charity event.

Although the main purpose of the event was to increase the amount of community service we were involved in and to raise money for the Boys and Girls Club of Muncie, we also wanted to increase awareness of the importance of community service at Ball State University. We wanted to show that students can contribute to and cooperate with the Muncie community in a positive manner. Organizing the charity run was a way to combine our unique networking skills as a student-athlete and resident assistant with our shared knowledge of advertising to promote and execute an event for the community.
Timeline of Our Process

Early April

- We met and came up with the idea for our honors thesis. At this point, we decided to have a tennis tournament in the fall of 2007. We wanted Professor Richard as our advisor and to work with the Boys and Girls Club of Muncie. Specifics were not worked out at this time.

Mid April

- We met with Professor Shoemaker to ask if he would advise us. He said yes, and he asked for us to make a more in-depth plan of action.
- We met with Dr. Joanne Edmonds of the Honors College to obtain permission to do our thesis as a fundraising event for the Boys and Girls Club of Muncie.

Late April

- We met with LeCedus Thompson, the program director for the Boys and Girls Club of Muncie, to ask for approval to work with the organization in our fundraiser.

May

- Jennifer came up with a list of companies to contact for sponsorships as well as a letter to give the managers and owners of the companies.

June

- We decided to change our project and make the event a 5K/1 Mile fun run instead of a tennis tournament.
- Jennifer contacted Autumn Duncan to reserve LaFollette Field and set an official date.
• Carly went to local businesses asking for donations/sponsorships.

**July**

• Having heard nothing back from Autumn Duncan, Jennifer tried calling different people within BSU Recreation and Facilities.

• Carly e-mailed Charlie Scofield to see about reserving LaFollette Field. Mr. Scofield forwarded the e-mail to Travis Peters, the graduate assistant for Ball State Recreation. In late July, Mr. Peters offered September 22, 2007 as an available date for the event.

• Carly continued to contact companies for donations/sponsorships.

**Mid August**

• We teamed up and went to local businesses to ask for donations and sponsorships. By the end of August, we had raised $505 and gotten a large amount of gift certificates for the raffle.

• Over the following weeks we obtained more sponsorships from local businesses.

**Late August**

• We met with LeCedus Thompson and Professor Shoemaker to touch base on the progress for the event.

• We opened up a joint checking account at Chase Bank to put the sponsorship funds in the bank.

**Early September**

• We met with Travis Peters and Charlie Scofield to make sure that we were in accordance with Ball State rules and regulations and to make sure that we could get the proper equipment for the event.
• We spoke at the Intrafraternity Council meeting, Schmidt/Wilson Hall Council, Painter/Whitcraft Hall Council, Student Athletic Advisory Board, Physical Education Classes, American Advertising Federation meetings, and Alpha Kappa Psi meetings.

• Jennifer applied and attended for a noise ordinance and attended a Muncie Board of Public Works and Safety meeting on September 12, 2007 to get the noise ordinance approved.

• Carly met with a Ball State University lawyer to create a waiver for the participants.

• We created the flyers and posted them around campus and in the community.

• We got price quotes from Main Street Apparel, Outfitters, and Graphic Arts Unlimited for T-Shirts. We ended up going with Graphic Arts Unlimited, because it is a student organization and offered a lower price.

• We created a Facebook Event, contacted the Daily News and Muncie Star Press, and tried to get a campus-wide e-mail sent.

Mid September

• We met with Dr. Edmonds four days before the event to let her know what all had been planned. She helped us send out an all Honors e-mail to publicize the event.

• We also met with Professor Shoemaker to check in with him on the progress.

• Jennifer met with the Student Athletic Advisory Board to ask about a campus-wide e-mail. The e-mail went out two days before the event.
September 21, 2007

- We made last minute phone calls and arrangements (like calling L.T. to check in with him and remind him of the time of the event, called sponsors that were going to supply something for the event, and picked up the T-shirts).
- We made signs for registration tables at the event.
- We picked up two vehicles from Toyota of Muncie to put on display at LaFollette Field.
- We picked up Gatorade and refreshments for the participants.

September 22, 2007- Day of Event

6:45 am – We met to start setting up at LaFollette Field.
7:30 am – Other volunteers arrived to help set up.
9:00 am – Registration began.
10:00 am – 5K and free concert by Midwest Hype started
10:30 am – 1 Mile Fun Run started
11:00 am – Raffle prizes and awarded were handed out
11:15 am – Tear down and cleanup began
12:00 pm – Sponsorship cars were returned to Toyota of Muncie.
12:30 pm – We celebrated a successful event!

October- November

- Thank you cards sent our to sponsors
- Thesis report written and put together
What We Learned

Throughout the process of planning the Charity 5K Run/Walk to benefit the Boys and Girls Club of Muncie we learned a wealth of information about how to organize an event. Planning a charity event requires significant amounts of planning and hours of hard work. We learned how to contact vendors, reserve space, obtain legal requirements and work with the Muncie and Ball State community.

The hardest part of the project and what we believe was the most beneficial was learning how to approach local businesses about sponsorships. At the beginning of the process we were apprehensive about how to go about asking for sponsorships. We started with writing a letter explaining our project and the purpose behind the event to give to potential sponsors. We also had to develop a plan for the different levels of sponsorships and what types of advertising accompanied the different levels. Throughout the process, we learned how to approach professionals, follow through with questions, ask for money, and which businesses were best to approach for sponsorships.

Throughout the process, we both became more confident asking for sponsors and enhanced our selling skills. The skills we learned through selling sponsorships are invaluable to our future careers, especially in advertising.

In addition, this project also taught us that planning an event requires flexibility and patience. We did not have any idea about how to plan a charity event before we started organizing this project. We were constantly learning about the little details and nuances that accompany such an event. For instance, we learned we had to obtain city government approval to have a live band and attend a Muncie public works committee meeting. We also found out how difficult it is to schedule meetings with professionals...
and to contact people who are vital to the event’s success. Throughout the planning process, organization was essential and we learned that we had to allow extra time and be flexible in our schedules to account for the minute details of the event. Furthermore, we learned that mishaps and problems always occur and remaining calm and flexible is important in order to make the event run smoothly. For example, a day before the event the band called saying they did not have equipment and had to rent it. This cost us an unexpected $200 which was unfortunate, but we worked through the issue and learned that unexpected problems are expected in planning large-scale events.

Furthermore, we learned how to promote the event through flyers, Facebook, The Daily News, and the Muncie Star Press. We had to contact different outlets in order to increase awareness of the event and also provide our sponsors with additional advertising opportunities.

The Charity 5K Run/ Walk and Fun Run to benefit the Boys and Girls Club of Muncie was an invaluable learning experience. The organizational, communication, and professional skills learned throughout the entire process will certainly help us in our future endeavors. Furthermore, this event sparked our interest in getting involved in more charitable work and being a part of the Muncie community. After planning and executing a successful event, we are now more confident individuals and realize that we have the ability to make an impact. We hope that future students in the Honors College continue this event next year and make the event even more successful than it was in its first year.
### Raffle Prizes Sponsors
- Penn Station
- Texas Roadhouse
- Murray’s Jewelers
- Scotty’s Brewhouse
- TIS Bookstore
- Wishbone Gifts
- Fazoli’s
- Kirk’s Bike Shop
- Blue Bottle Café
- IHOP

### Event Sponsors
- Cassella’s Kitchen
- Ink Solutions
- Ball State Federal Credit Union
- First Merchant’s Bank
- Toyota of Muncie
- Family Vision Care
- Mutual Federal Savings

---

**Advertising in a Campus Community**

As part of our project, we wanted to learn about which forms of advertising are most effective when advertising a charity event on a college campus and in the surrounding community. In order to measure this, we used part of our registration form to ask how participants heard about the event. We then listed all of the forms of advertisements that we used throughout the project and asked that each entrant check all that apply. We gave them the options of checking the following forms of advertisements: campus-wide E-mail, Facebook event invitation, flyers posted around campus or the community, announcement in classroom or meeting, Ball State Daily News, Muncie Star Press, or word of mouth.
By the Numbers

- 52.1% of entrants said that they heard about our event through the campus-wide E-mail that was sent to them two days before the event.

- 35.2% of entrants said that they heard about our event through word of mouth.

- 23.9% of entrants said that they heard about our event through the Facebook event invitations.

- 15.5% of entrants said that they heard about our event through flyers posted on campus and in the community.

- 7.0% of entrants said that they heard about our event through announcements in classrooms or in organization’s meetings.

- 4.2% of entrants said that they heard about our event through the Ball State Daily News.

- 2.8% of entrants said that they heard about our event through the Muncie Star Press Online.

- 22.5% of entrants heard about the event from more than one source.

**Effective Advertising at Ball State University**
### Budget

#### Sponsorships
- Cassella’s Kitchen: $25
- Ink Solutions: $25
- Ball State Federal Credit Union: $50
- First Merchant’s Bank: $100
- Toyota of Muncie: $200

**Total sponsorships:** $400

#### Money Raised
- Sponsorships: $400
- Entry Fees: +$677.80

**Money Raised:** $1077.80

#### Expenses
- T-shirts: $331.20
- Band Equipment: $200.00

**Expenses:** $531.20

Money Raised - Expenses = Net Profit

**Net Profit:** $546.60

#### Direct Money Donations (Checks made out to B&G Club)
- Family Vision Care: $200
- Mutual Federal Savings Bank: $100

**Total Donations:** $300

**Net Profit:** $546.60

**Direct Money Donations:** $300.00

**GRAND TOTAL:** $846.60

### Donated Items:
- Food (fruit, granola bars, donuts, etc.)
- Gatorade
- Flyers
- Decorations
- Registration supplies
Future Recommendations

Many members of the Muncie community that participated in the race asked us if we could see to it that this event happens again in the future. As seniors, we both know that it would be impossible for either of us to carry this out. However, we would like to suggest that next year's senior Honors students plan and execute this event as part of an ongoing senior thesis project. If this is to be done, we have a few recommendations for the charitable events to come.

- **Set a timeline with attainable goals and deadlines.** Had we not set our deadlines in the spring and worked hard on the project over the summer, the event would not have been nearly as successful five weeks into the school year. We started planning for our September event in April. If we had not given ourselves ample time and plenty of deadlines, the event would not have worked.

- **Team up for this with someone that has had a different Ball State experience than you.** We both came from two different backgrounds at Ball State. Jennifer had ties in the Athletic Department as a member of the Ball State women's tennis team, while Carly had ties in Housing and Residence Life as a resident assistant. Jennifer was able to have the Student Athletics Advisory Board send out a campus-wide e-mail. Carly was able to have Housing and Residence Life allow flyers to be posted within the residence halls. Because of our two very different ties and contacts, we were able to reach a larger audience than we had expected.

- **If you can, form a committee.** This is a lot of work for just two people. We both made comments throughout the planning process that it would be a lot easier
to do this if we had committees of people working with us. This may not be feasible, but it would be great to have a more organized planning process with committees.

- **Do more advertising in the Muncie Community.** After the event, we had both wished that we would have done more advertising to the community. While we did put flyers in local businesses and had the Muncie Star Press advertise the event, it was not enough. We could have had local radio stations announce the event on the air in a community calendar or even had them come to the event.

- **If you are going to get a live band, make sure they have all of the necessary equipment.** Our last minute speed-bump was the band’s equipment. The band was not able to supply its own equipment, which forced us to have to rent equipment the night before. This resulted in a large unexpected cost that we did not plan for in advance. Keep in mind that a live band is not completely necessary. Radio stations (like 91.3 WCRD or 104.1 WLBC) would most likely broadcast live from the event if you set it up in advance.

- **Set a date for the event that does not conflict with other campus-wide programs.** We were limited to our dates for the event due to the facilities that we needed and when both of us could put on the event. It just so happened that our event was the same day as Botsford/Swinford’s Mud Volleyball. It hurt us even more that Botsford/Swinford is a predominantly Honors hall. Had we done it a different day, we could have had more support from Honors students.
How to Organize a Charity 5K

1. Pick an organization that is significant to the community or yourself to raise money. Meet with the director at the organization to establish a relationship and to approve your event.

2. Determine how you are going to advertise your event and through what media.

3. Determine your preliminary budget and goals for the event.

4. Make a letter to send to potential sponsors that includes your purpose. Include levels and types of advertising they will receive in exchange for their sponsorships.

5. Go out and ask businesses for sponsorships or raffle prizes that are appropriate for your event.

6. Contact necessary people to reserve space or facilities. Set up a meeting to go over the details of the event.

7. Open up a bank account for the event to keep sponsorship and entry money organized.

8. Contact the local government to find out how to reserve a street or public area if necessary. Also go to the local Public Works and Safety department to obtain a noise ordinance if necessary.

9. Create flyers and brochures to put up around the community.

10. Call local newspapers to place announcement about event in daily paper. Also ask if a reporter is willing to write an article about the event to gain free publicity.

11. Call radio stations to promote your event.
12. Contact possible t-shirt design stores. Compare prices and order shirts at least three weeks before the day of the event.

13. Create a registration form and a way for participants to send their entry form in advance.

14. Meet with a lawyer to create a liability waiver form.

15. Get exact measurements to plan out race course.

16. Create a way to keep track of laps for participants. (rubber bands, race numbers, etc.)

17. Ask for donations for food and drinks if possible. Purchase items for the event, such as pens, cups, awards, etc.

18. Set-up for the event early.

19. Enjoy the race and relax!
Appendix

Contents (in order)

- Pictures from event
- Ball State Daily News “Days Ahead” announcement of event
- Ball State Daily News article
- Muncie Star Press Online announcement
- Letter to potential sponsors
- Event flyer
- Board of Public Works and Safety minutes
- Noise ordinance
- Interfraternity Council minutes
- Waiver form
- Registration Form
- Campus-wide e-mails
- Entrant list
- Copy of checks
- Checking statements
- CD of pictures
Event:

5K Run Walk and Fun Run
Benefiting Boys and Girls Club of Muncie. Registration, 9:30 a.m. 5K Run begins, 10 a.m. One mile fun run begins, 10:30 a.m. Cost: $11 includes T-shirt, doughnuts, raffle and prizes. Free concert by MidWest Hype. To register: E-mail name, address, phone number and T-shirt size to jlpollak@bsu.edu or cnbrandenburg@bsu.edu.

Details:

LaFollette Field
Ball State University Campus
Muncie, IN

When:

Sat - Sep 22, 2007

User-Submitted Photos

Add Your O
Dear manager/owner:

Our names are Jennifer Pollack and Carly Brandenburg, and we are honors students at Ball State University. For our honors senior thesis project we are organizing and promoting a charity 5K run/walk to benefit the Boys and Girls Club of Muncie on September 22, 2007. Our goal is not only to increase the awareness of the importance of community service among the Ball State students and the Muncie community, but also to raise money from sponsorships, donations, and fees from participants for the organization. We are asking for your help and support in making this charity 5K run/walk a successful event. We need local businesses to make donations to increase the amount of proceeds for Boys and Girls Club of Muncie. In exchange for monetary donations, we will advertise your business’s name on our tournament t-shirt and brochure. The brochure will be distributed around campus, the Muncie community and all student organizations. Furthermore, your business’s name will be on the letter that will be e-mailed to more than 20,000 students and 2,700 faculty members.

In addition to monetary donations, we need local businesses to donate gift certificates or food for the participants in the 5K run/walk. The gift certificates will be rewards for the winners of the 5K run/walk and winners of a raffle that will be held at the event. The donated food will be for the participants in the run. By donating gift certificates or food your business will be helping us attract participants for the run and create a fun and inviting atmosphere for the participants.

We have two different levels of sponsorships for businesses. To be a presenting sponsor we are asking for a donation of $200 or more to be made for the Boys and Girls Club of Muncie. All presenting sponsors will get their business’s name and logo placed prominently at the top of the t-shirt. Businesses that donate less than $200 or provide food or gifts for the participants in the event will get their names and logos placed at the middle and bottom of the t-shirt. Any contribution your business could make would be greatly appreciated and benefit the Boys and Girls Club of Muncie. Please help us make this an entertaining and successful event that will get the Ball State and Muncie community involved in a worthwhile organization and active on campus. If you have any questions or want to get involved please contact Jennifer Pollack at 901-270-0016 or Carly Brandenburg at 317-340-5869. Thank you for your understanding and gratitude.

Sincerely,

Jennifer Pollack and Carly Brandenburg

[Signature]
5K Run/Walk and Fun Run to benefit the Boys and Girls Club of Muncie

Saturday, September 22, 2007
LaFollette Field

Registration Starts: 9:30 a.m.
5K Run starts: 10 a.m.
1 Mile Fun Run/Walk starts: 10:30 a.m.

Price: $9 if register before Sept. 22nd
$11 if register on Sept. 22nd

FREE CONCERT BY MIDWEST HYPE
Free T-shirt for participants
Free Concannon's Doughnuts
Raffle and Prizes

To Register: e-mail with your name, address, phone number, and T-shirt size to jlpollack@bsu.edu or cnbrandenbur@bsu.edu.

Event Sponsored By:

Toyota of Muncie
toyotaofmuncie.com
First Merchants Bank
Ball State Federal Credit Union

INK
Cassella's Kitchen

Raffle Prizes Provided By:
Penn Station
Texas Roadhouse
Murray's Jewelers
Scotty's Brewhouse

TIS Bookstore
Wishbone Gifts
Fazoli's
Kirk's Bike Shop

Blue Bottle Coffee
IHOP
And More!

Casella's Kitchen

Mutaual Federal Savings Bank
Board of Public Works & Safety

September 12, 2007                10:00 a.m.

Agenda

**Turn off cell phones and pagers until after the meeting**

Approval of the September 5th, 2007 Minutes

**Unfinished Business**

1. Noise Exemption Authorization from Jason Shupryt, Bot Swin Mud Volleyball
2. Street Closing & Noise Exemption Authorization from John Bennett
3. 
4. 
5. 
6. 

**New Business**

1. Weed Notice Appeals
2. Noise Exemption Authorization from Alanna Hill, Student Center Programs
3. Noise Exemption Authorization from Jennifer Pollack and Carly Brandenburg, Boys and Girls Club of Muncie
4. Street Closing Application from Ball State University Campus Police
5. Board Approval of Transfer of land for the New Unity Center
6. 
7. 
8. 
9. 
10. 

Register of Claims

Adjournment
Date of Request: 9/28/07

Attn: Applicant/Representative MUST Attend Board of Public Works Meeting

Requested By: Boys and Girls club of Muncie, Jennifer Pollack and Carly Branch

Mailing Address: 601 S. Dicks Street Apt. 10

Muncie, IN 47303

Daytime Phone Number: 765-287-8186

Evening Phone Number: 901-270-0046

Address of Event: Ball State University, La Follette Field

Time of Event: 9:30 AM/PM Duration time for Event 2 Hours

Type of Event: Charity 5K walk/run and fun run to benefit the Boys and Girls Club of Muncie - Honors Thesis Project

Type of Noise: Live band

Authorized this 12 day of September, 2007.
Interfraternity Council

Ball State University
Interfraternity Council
Agenda
August 30, 2007. 5:00 P.M.

I. Call to Order
II. Roll Call
III. Approval of Minutes
IV. Special Orders of Business
   1. Holly Mittelmeier, SLDB
   2. Carly Brandenburg, Charity Walk/Run
V. Officer Reports
   A. VP of Administration, Dave Niedzwiecki – Phi Delta Theta
      1. Please pay for recruitment t-shirts as soon as possible. The shirts should be in later this week or early next week. Your chapter must pay first before you are able to pick them up.
      2. Delta Tau Delta & Zeta Beta Tau still have outstanding dues or fines from last semester. Please pay those before you get your voting privileges reinstated.
      3. Next week bills will be sent out for current chapter numbers.
   B. VP of Public Relations & Publications, Kyle Ellis – Phi Gamma Delta
      1. PR Roundtable will be held immediately after Delegation Thurs. Sept. 20. I would like ALL Presidents AND PR Chairs to attend. We will talk about media management, writing press releases, and external communication. This will be worth your time, I promise.
      2. Greek Night at Schuemann Stadium Nov. 13 against Toledo. Wear your letters, pair with a sorority if you’d like, etc. This game will be on ESPN2.
      3. If anyone is interested in working with me to develop an award for Interfraternalism to be given out at Grand Chapter please see me.
   C. VP of Programming – Mike Campbell – Sigma Chi
   D. VP of Recruitment, Brian Starkel – Sigma Nu
      2. Bids can be handed out after 5:00 p.m. on that Thursday of Recruitment Week.
      3. Have PNM’s fill out the anti-hazing/grade release form and turn them into the SLO office.
      4. Utilize next week for information tables.
   E. VP of Risk Reduction, Kyle Pfeifer – Delta Tau Delta
      1. Risk Manager Roundtable is September 4th at 8:00pm at the FIJI house.
      2. “Sober” shirts will be distributed today.
      3. New SET members will start going out this weekend.
   F. VP of Internal Affairs, Mike Randazzo – Sigma Phi Epsilon
      1. More justices are needed for Judicial Board. Each chapter is expected to have (2) two justices each with a minimum 2.5 GPA, a member of their fraternity for at least one year and cannot be the president of their chapter.
      2. The following chapter currently need J-Board representation: Sigma Chi (2); Phi Delta Theta (2); Theta Chi (2); Phi Sigma Kappa (2); Delta Tau Delta (1); FIJI (1); Sigma Nu (1)
   G. President, Eric Marcoux – Phi Gamma Delta
      1. Files have been started in the Greek Life Office for each fraternity to keep track of risk management violations throughout the semester.
      2. Athletics Chair position to be formed. Possibility for a committee to be formed if there is enough interest.
      3. Fraternity at a Glance sheets will be ready for next week.
WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

Participant's Name: __________________________________________

BALL STATE UNIVERSITY

Waiver of Liability, Assumption of Risk, and Indemnity Agreement
Waiver: In consideration of being permitted to participate in any way in the 5K Run/Walk and Fun Run which will take place on LaFollette Field on Ball State University's Campus in Muncie, Indiana on September 22, 2007, and any and all activities incidental thereto however the same may occur and for whatever period said activity may continue, hereinafter called the "Activity", I, for myself, for my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue Ball State University's Honors College, and/or Ball State University and each of their Boards of Trustees, their officers, their directors (including, but not limited to, National and/or International Directors), their employees, their agents, their volunteers, their members and assigns, and any and all other participants in said Activity and any and all other Ball State University students and/or any and all Ball State University Alumni and/or any and all Ball State University faculty and staff and/or any and all sponsors and said sponsors' agents and employees from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss, regardless of fault, arising from, but not limited to, participating in the Activity.

Signature of Participant Date

Signature of Parent/Guardian of Minor Date

Assumption of Risks:
Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another.

I have read the previous paragraph and I know, understand, and appreciate these and other risks that are inherent in the Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Signature of Participant Date

Signature of Parent/Guardian of Minor Date
Indemnification and Hold Harmless:
I also agree to INDEMNIFY AND HOLD Ball State University's Honors College and/or Ball State University and each of their Boards of Trustees, their officers, their directors, their employees, their agents, their volunteers, their members and assigns, and any and all other participants in said Activity and any and all other Ball State University students and/or any and all Ball State University Alumni and/or any and all Ball State University faculty and staff and/or any and all sponsors and said sponsors' agents and employees HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my own/my daughter's/my son's/the minor's, of whom I am Guardian, involvement in said Activity and to reimburse them for any such expenses incurred.

Severability:
The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Indiana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding:
I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Signature of Participant Date

Signature of Parent/Guardian of Minor Date
5K Run and 1 Mile Walk/Run
benefitting the
Boys and Girls Club of Muncie

September 22, 2007
at LaFollette Field

Registration starts at 9 am
5K starts at 10 am
1 Mile starts at 10:30 am

Register by Friday, September 21 and the cost is only $9.
Register at the event and the cost is $11.

To register, e-mail cnbrandenbur@bsu.edu or jlpollack@bsu.edu with your name, address, and T-shirt size.

FREE CONCERT BY MIDWEST HYPERE
Free T-Shirt for each participant

Event sponsored by
Toyota of Muncie, Ink Solution, Ball State Federal Credit Union, Mutual Federal Savings Bank, First Merchants Bank, Family Vision Eye Care Center, and Cassela's Kitchen

Raffle for gift certificates and prizes from:
IHOP, Texas Roadhouse, Scotty's Brewhouse, Fazoli's, Penn Station, Kirk's
Bike Shop, Wishbone Gifts, Blue Bottle Coffee Shop, TIS Bookstore, Murray's Jewelers

All proceeds go to the Boys and Girls Club of Muncie
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Address</th>
<th>Phone</th>
<th>How they heard</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>Sarah</td>
<td>1104 W. Neely Ave</td>
<td>317-496-2574</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Carver</td>
<td>Elizabeth</td>
<td>1104 W. Neely Ave</td>
<td>630-513-1030</td>
<td>E-mail</td>
</tr>
<tr>
<td>Dixon</td>
<td>Layne</td>
<td>408 Erin Dr.</td>
<td>502-876-7058</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Hencamp</td>
<td>Ryan</td>
<td>2600 N. Oakwood Ave</td>
<td>812-569-2591</td>
<td>E-mail</td>
</tr>
<tr>
<td>Bryson</td>
<td>Jeremy</td>
<td>511 W. Riverside Ave</td>
<td>260-414-2397</td>
<td>E-mail</td>
</tr>
<tr>
<td>Luebke</td>
<td>Erin</td>
<td>1701 W. Main St</td>
<td>574-361-2465</td>
<td>E-mail</td>
</tr>
<tr>
<td>Cleeter</td>
<td>Amy</td>
<td>619 Shively Hall</td>
<td>812-584-0637</td>
<td>E-mail</td>
</tr>
<tr>
<td>Hunt</td>
<td>Amanda</td>
<td>1701 W. Main St</td>
<td>812-887-2388</td>
<td>E-mail</td>
</tr>
<tr>
<td>Berghoff</td>
<td>Marie</td>
<td>Shively Hall</td>
<td>260-917-0212</td>
<td>Announcement/e-mail</td>
</tr>
<tr>
<td>Rhude</td>
<td>Eric</td>
<td>328 Howick Hall</td>
<td>574-215-7442</td>
<td>all but Muncie Star</td>
</tr>
<tr>
<td>Wilkins</td>
<td>Chris</td>
<td>1501 University Ave</td>
<td>219-363-9749</td>
<td>Facebook</td>
</tr>
<tr>
<td>Amick</td>
<td>Samantha</td>
<td>1301 W. Neely</td>
<td>317-410-9535</td>
<td>Flyers</td>
</tr>
<tr>
<td>Filogamo</td>
<td>Marty</td>
<td>7909 W Heathrow Ln</td>
<td>419-509-8581</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Smith</td>
<td>Christie</td>
<td>2105 E Grace Ct</td>
<td>765-744-3026</td>
<td>DN</td>
</tr>
<tr>
<td>Reese</td>
<td>Lucas</td>
<td>1101 W. Jackson</td>
<td>317-679-4230</td>
<td>E-mail</td>
</tr>
<tr>
<td>Garcia</td>
<td>Daniel</td>
<td>6712 Hollow Run Dr.</td>
<td>765-532-0351</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Knotts</td>
<td>Ryan</td>
<td>900 W Cross St</td>
<td>617-5271</td>
<td>E-mail</td>
</tr>
<tr>
<td>Richter</td>
<td>Abby</td>
<td>1207 N. Snowmass Ln</td>
<td>730-3483</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Rambeau</td>
<td>Nicole</td>
<td>1105 North St.</td>
<td></td>
<td>Facebook</td>
</tr>
<tr>
<td>Bausman</td>
<td>Adam</td>
<td>2410 N Ivanhoe</td>
<td>288-8101</td>
<td>Facebook</td>
</tr>
<tr>
<td>Houghland</td>
<td>Karli</td>
<td>47 Schmidt</td>
<td>812-670-0629</td>
<td>E-mail</td>
</tr>
<tr>
<td>Thompson</td>
<td>Catherine</td>
<td>88 Menk Hall</td>
<td>812-455-9295</td>
<td>E-mail</td>
</tr>
<tr>
<td>Borges</td>
<td>Natalie</td>
<td>1109 Carson St.</td>
<td>765-414-5109</td>
<td>Facebook</td>
</tr>
<tr>
<td>Burkett</td>
<td>Megan</td>
<td>Hurlbut Hall</td>
<td>765-366-8164</td>
<td>Flyers</td>
</tr>
<tr>
<td>Caldwell</td>
<td>Mandy</td>
<td>4524 W. Bethel Apt 1121</td>
<td>765-404-4089</td>
<td>e, facebook, word, announce</td>
</tr>
<tr>
<td>Vetere</td>
<td>Tim</td>
<td>920 N Linden St Apt 1A</td>
<td>724-991-3654</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Bull</td>
<td>Kathy</td>
<td>2301 Kensington</td>
<td>284-5043</td>
<td>E-mail</td>
</tr>
<tr>
<td>Quist</td>
<td>Sophie</td>
<td>784 Palmer Hall</td>
<td>808-232-1418</td>
<td>e, word</td>
</tr>
<tr>
<td>Walke</td>
<td>Christy</td>
<td>221 S Walnut #3</td>
<td>336-681-1125</td>
<td>e-mail</td>
</tr>
<tr>
<td>Lembrick</td>
<td>Lucas</td>
<td>4540 W Bethel Apt. 412</td>
<td>805-341-9144</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Lewis</td>
<td>Elizabeth</td>
<td>2103 W. Washington Apt 10</td>
<td>812-764-6440</td>
<td>e, word</td>
</tr>
<tr>
<td>Bohall</td>
<td>Brad</td>
<td>4 Wilson</td>
<td>317-403-3883</td>
<td>e, face, flyers, word</td>
</tr>
<tr>
<td>Walker</td>
<td>Nathaniel</td>
<td>3015 N. Bethel</td>
<td>765-748-0475</td>
<td>e, face, word</td>
</tr>
<tr>
<td>Baker</td>
<td>Bob</td>
<td>Box 174 Parker C.</td>
<td>717-1044</td>
<td>Flyers</td>
</tr>
<tr>
<td>Clarke</td>
<td>Ryan</td>
<td>2100 W. Oakwood Apt 3A</td>
<td>314-341-0000</td>
<td>E-mail</td>
</tr>
<tr>
<td>Rist</td>
<td>Katherine</td>
<td>784 Palmer Hall</td>
<td>913-219-2596</td>
<td>e, face, flyers, word</td>
</tr>
<tr>
<td>Adams</td>
<td>Jessica</td>
<td>2800 Silvertree Ln. Apt 3A</td>
<td>317-847-5046</td>
<td>Facebook</td>
</tr>
<tr>
<td>Bearman</td>
<td>Cara</td>
<td>1201 W. North</td>
<td>260-452-6232</td>
<td>E-mail</td>
</tr>
<tr>
<td>Strahm</td>
<td>Glenna</td>
<td>3620 W. Murray St. Indy.</td>
<td>260-452-8380</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Kay</td>
<td>Hannah</td>
<td>210 Botsford</td>
<td>317-625-6577</td>
<td>e, flyers</td>
</tr>
<tr>
<td>Girsgse</td>
<td>Frederika</td>
<td>2217 W. Bethel Apt 108</td>
<td>269-779-6419</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Deering</td>
<td>BJ</td>
<td>2607 W. Brook</td>
<td>765-286-2961</td>
<td>Flyers</td>
</tr>
<tr>
<td>Gillette</td>
<td>Jay</td>
<td>2607 W. Brook</td>
<td></td>
<td>announcement/word</td>
</tr>
<tr>
<td>Jones</td>
<td>Tara</td>
<td>726 Brayton</td>
<td>219-805-2284</td>
<td>E-mail</td>
</tr>
<tr>
<td>Zahorsky</td>
<td>Amanda</td>
<td>814 Knotts Hall</td>
<td>765-214-9252</td>
<td>E-mail</td>
</tr>
<tr>
<td>Doyle</td>
<td>Edward</td>
<td>26 Schmidt</td>
<td>260-326-2249</td>
<td>flyers</td>
</tr>
<tr>
<td>Shook</td>
<td>Katherine</td>
<td>Rogers Hall</td>
<td>260-349-8258</td>
<td>Flyers</td>
</tr>
<tr>
<td>Molnar</td>
<td>Joseph</td>
<td>Kipple</td>
<td>574-250-8955</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Robbin</td>
<td>Ben</td>
<td>224 Heady Lane Fishers,IN</td>
<td>317-849-8645</td>
<td>E-mail</td>
</tr>
<tr>
<td>Stromberg</td>
<td>Christine</td>
<td>2811 Pebblebrook Ln.</td>
<td>847-340-6911</td>
<td>Facebook</td>
</tr>
<tr>
<td>Townsend</td>
<td>Kyle</td>
<td>517 Painter Hall</td>
<td>224-622-0904</td>
<td>Word of Mouth</td>
</tr>
<tr>
<td>Williamson</td>
<td>Amanda</td>
<td>2006 1/2 W. Jackson St</td>
<td>765-418-5086</td>
<td>e, face</td>
</tr>
<tr>
<td>Agullana</td>
<td>Leon</td>
<td>7921 N. Schindel</td>
<td>765-284-2647</td>
<td>Muncie StarPress</td>
</tr>
<tr>
<td>Thompson</td>
<td>Chris</td>
<td>17525 N. CR 200W</td>
<td>765-396-9909</td>
<td>Muncie StarPress, word</td>
</tr>
<tr>
<td>Robinson</td>
<td>Josh</td>
<td>University and Dicks St</td>
<td>317-512-4338</td>
<td>face, word</td>
</tr>
<tr>
<td>Calderwood</td>
<td>Hall</td>
<td>615 N. Dicks St</td>
<td>765-287-8186</td>
<td>e, face, flyers, DN, word</td>
</tr>
<tr>
<td>Surowiec</td>
<td>Rachel</td>
<td>1700 N. Glenwood</td>
<td>219-608-1496</td>
<td>e, face, word</td>
</tr>
<tr>
<td>Duncan</td>
<td>Chrissy</td>
<td>910 W. Riverside Apt 15D</td>
<td>812-786-7134</td>
<td>E-mail</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Address</td>
<td>Phone</td>
<td>How they heard</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>--------------------------</td>
<td>----------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>McClintic</td>
<td>Owen</td>
<td>1708 W. Bethel</td>
<td>812-653-0258</td>
<td>e, face, flyers, word</td>
</tr>
<tr>
<td>Retter</td>
<td>Emma</td>
<td>615 N. Dicks St</td>
<td>765-287-8186</td>
<td>e, face, flyers, word</td>
</tr>
<tr>
<td>Rasmussen</td>
<td>Hans</td>
<td>304 Swinford</td>
<td>317-616-8378</td>
<td>E-mail</td>
</tr>
<tr>
<td>Decker</td>
<td>Blair</td>
<td>2010 Godman Ave. Muncie</td>
<td>574-850-8702</td>
<td>E-mail</td>
</tr>
<tr>
<td>Endicott</td>
<td>Tim</td>
<td>2010 Godman Ave. Muncie</td>
<td>574-276-0070</td>
<td>E-mail</td>
</tr>
<tr>
<td>Newton</td>
<td>Megan</td>
<td>3751 N. Marleon Dr. Apt 303</td>
<td>812-719-2112</td>
<td>Facebook</td>
</tr>
<tr>
<td>Younger</td>
<td>Adam</td>
<td>101 N College Ave. Apt B</td>
<td>317-260-9625</td>
<td>announcement/word</td>
</tr>
<tr>
<td>Decker</td>
<td>Bailey</td>
<td>1209 Neely</td>
<td>574-850-8703</td>
<td>E-mail</td>
</tr>
<tr>
<td>Rein</td>
<td>Emily</td>
<td>1209 Neely</td>
<td>513-325-7809</td>
<td>E-mail</td>
</tr>
<tr>
<td>Aiello</td>
<td>Annie</td>
<td>1209 Neely</td>
<td>574-360-2801</td>
<td>Word of Mouth</td>
</tr>
</tbody>
</table>
PAY TO the order of Muncie Boys & Girls Club $5,461.00
Five hundred forty-six dollars

CHASE
JPMorgan Chase Bank, N.A.
Indianapolis, Indiana 46277

MEMO 5K/1 Mile Event Carly N Brandenburg

20070000101 76470507519993
Chase Online

Click here to close this window.

My Accounts > Account Activity

Account Activity

Get the Power of Chase Identity Protection.

Activity for .... CHASE COLLEGE (...5075)

Transactions 1 - 6

Search Transactions

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/2007</td>
<td>DEPOSIT .. (view)</td>
<td>$104.00</td>
<td>$546.60</td>
<td></td>
</tr>
<tr>
<td>10/19/2007</td>
<td>CHECK # 9992 (view)</td>
<td></td>
<td>$200.00</td>
<td>$442.60</td>
</tr>
<tr>
<td>10/03/2007</td>
<td>CHECK # 9991 (view)</td>
<td>$331.20</td>
<td></td>
<td>$642.60</td>
</tr>
<tr>
<td>09/24/2007</td>
<td>DEPOSIT ID NUMBER 958493 (view)</td>
<td></td>
<td>$573.80</td>
<td>$973.80</td>
</tr>
<tr>
<td>09/21/2007</td>
<td>DEPOSIT ID NUMBER 969736 (view)</td>
<td>$50.00</td>
<td></td>
<td>$400.00</td>
</tr>
<tr>
<td>09/07/2007</td>
<td>DEPOSIT .. (view)</td>
<td>$350.00</td>
<td></td>
<td>$350.00</td>
</tr>
</tbody>
</table>

Present Balance: $546.60

Available Balance: $546.60