



Cowtown Coach's Checklist:

August – December

- Attend a **School Coaches Meeting**
 - Thursday, August 18 – FWISD
 - Thursday, Sept. 8, 5:30pm, Cowtown Office
 - Saturday, Sept. 10, 10:00am, Cowtown Office

Attending a coaches meeting is mandatory for all schools requesting a grant.

- Kick-off Training by participating in **The Cowtown C.A.L.F. 15K, 5K, and 1 Mile Walk/Run** held on Saturday, October 8th, 2016 at Will Rogers in Fort Worth.
- Request a School Visit and Start Training for Cowtown
- Submit Grant Application Early!
 - **Deadline for 2017 Grant Applications is Friday, December 9th, 2016.**
- Distribute School Team Entries (If applying for a grant make sure you request grant entry forms and parent letters for eligible students)
- Confirm Shoe Delivery Date. These will be e-mailed to you in December.

January

- **School Team Entries and Rosters** are due in our office by **Friday, Jan. 13th, Saturday, Jan. 14th, or Monday, Jan. 16th. NO EXCEPTIONS.**
 - We will be sending a link so that you can set up an appointment to turn in your team.
 - Entry fees do not need to be turned in with forms in January but must be received by packet pick up date!

Please ensure the following:

- ★ A minimum of ten runners per team and race distance
- ★ Each entry has a **name, date of birth, gender, T-shirt size, a parent signature, and Emergency Contact information** (this helps the appointment run more efficiently)
- ★ Checks are payable to The Cowtown (please do not staple monies to entry forms)
- ★ List of runners alphabetically (last name, first name) is attached to roster

Please turn in all School Team Entry and Roster Forms to the Cowtown Office in person.

Please Remember:

No add-ons to teams will be allowed in 2017. If you have students turn in entry forms after the deadline, they will pay and be entered as an individual runner and will have to pick up their packet at the expo.

TURNING IN YOUR ENTRIES AND ROSTER PRIOR TO THESE DATES WILL HELP TO ENSURE SPACE IN THE RACE FOR YOUR RUNNERS. WE CAN INVOICE YOU FOR FUNDS NEEDED.

February

- Continue Training!
- **Pick up Runner's Packets at The Cowtown Office (2617 Whitmore Fort Worth, TX 76107)**
 - Wednesday, Feb. 15th - Friday, Feb. 17th (8:00 AM to 7:00 PM) **OR** Saturday, Feb. 18th (9:00 AM to 4:00 PM)

RACE DAY!! Saturday, February 25th, 2017