

The Amazing Partnership Race

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History of Funding

The initial funding for the Amazing Partnership Race emerged out of an Alberta Government Initiative called the Community Partnership Enhancement Fund (CPEF). The Community Partnership Enhancement Fund was established by the Alberta Ministry of Child and Family Services (now Ministry of Children and Youth Services) to make it easier and more likely for Family and Community Support Services Programs (FCSS) and Child and Family Services Authorities (now Children and Youth Services) to work together to build or enhance community and regional partnerships. The Edmonton Evergreen FCSS Programs and Region 6 CFSA Community Partnership Enhancement Forum administered the Community Partnership Enhancement Fund.

Initiatives intended to build community-based partnerships in support of children and increase the number of children, youth and families connecting with community based services were eligible for funding support. Project proposals were submitted to the Regional Community Partnership Enhancement Fund Planning Committee which would then make recommendations for the allocation of funds to projects based on the criteria outlined above.

The Amazing Partnership Race Committee has submitted a funding proposal to CPEF every year for three years and has received funding in support of the Race

for three consecutive years. However, this funding, like most grants, was neither permanent nor guaranteed, and alternative funding sources have been considered.

The most obvious place to look for funding such an initiative comes from inside the participating agencies themselves. Many human service agencies have money in their budgets to allocate to team building and community engagement activities, and the Race is a perfect activity for both. If the Race is an annual event, this could be a regular line item in a budget. Most human service agencies operate under a larger governing body or board which must approve the agencies annual expenditures. The managers must be able to prove the value of the Race and it is therefore imperative that they are provided with excellent statistics and evaluations in order to prove their “Case for the Race”.

A second alternative we looked at for funding the Race was through community/corporate sponsorship. The Race itself is a high profile community event, and generates a great deal of attention. As participants travel throughout various locations in the community, there are numerous opportunities, for example on t-shirts and banners, for strategic corporate logo placement.

☀️Tip: Plain t-shirts and iron on transfers are available at most craft stores. If you know of a possible corporate sponsor for your event, a mock-up t-shirt, with their

name and logo prominently displayed can easily and cheaply be created. This t-shirt can then be taken to the organization as a visual example of how their sponsorship may be recognized on Race day. Do not however, use logos, without permission.

As the attached budget (templates section) indicates, the Race itself is relatively inexpensive to run, particularly if items like food, t-shirts, prizes and space can be sponsored or donated from within the local community. The key to this, however, is having a staff person with the time, skills and community connections to seek out and secure this sponsorship or to pursue any relevant grant opportunities. It is also helpful if this person also acts in the capacity of treasurer for your event, to ensure your expenditures don't exceed your revenues.

Partnership/Teambuilding

It has been well established that human service clients' needs are best served through a multi-agency, multi-disciplinary approach to service delivery. At any one time, a client may have immediate needs for housing, counseling, and education, which cannot be adequately met by any one single human service agency. A client may be connected to one agency, but would benefit from receiving additional services from another agency. This client however, would often not have the knowledge or means to make that connection themselves. It therefore was up to the client's worker to assist in access and coordinating complimentary services from numerous agencies, on behalf of the client. The challenge of this within our large geographic service area was that many workers did not know the resources available to their clients within the community, or who to go to in order to access such services.

The purpose in hosting the Amazing Partnership Race was to build relationships and rapport between staff members at linked human service agencies. The reasoning behind this was that as a worker, you were more likely to seek help for your client through an outside agency if you had a personal relationship or connection with another staff member at that agency. Staff members may have known each other formally, but often there was only a name known without a face to connect that name to. But given the opportunity to interact in a positive setting, relationships would be built, levels of trust and understanding between agencies would be raised and strong, sustainable community based partnership in support of children, youth and families would emerge.

The second piece to this would come through the Race activities themselves. The race activities were not simply recreational, but would have a learning component. Each stop along the Race was directly connected to a partnering agency and offered an opportunity to gain a greater understanding of services that agency provided within the community. Through their participation in the race, staff would gain a greater awareness of the roles and responsibilities of the host agency and this awareness in turn, would be put to use once the participants returned to their office and clients.

We felt the best way to build these relationships and create these awareness and educational opportunities was to do so in a fun, informal manner. The average human services worker is bombarded with client meetings, case conferences and agency meetings, so adding another formal event would likely not have the desired outcomes. The Amazing Partnership Race was a positive, relaxed day away from the office in which staff from linked agencies could meet and play, while their agency and clients still reaped important benefits from their attendance.

We used the Race as a means to connect human services agencies within the community, but there is no reason why the race concept could not be used in other

industries where team and relationship building is essential to the success of the organization. This manual should serve as a template, with the race itself adapted to suit the needs of the individual organization

Evaluation

Evaluation is an important component of your Amazing Race Project. Feedback from your participants can provide invaluable insight into what worked in your Race, and what didn't, in order to make suitable changes for the following year. As well, without formal evaluations you will be unable to determine whether the goals and outcomes you set prior to the Race have been met. This is particularly important if you are seeking funding for your Race from outside sources or grants. Current funders will want to know if the money they gave you met their organizational goals and expectations. Good evaluation data can also be used in future applications to prospect funders to prove the value of your Race project.

We chose to have our Race participants complete three short, written evaluation forms and staggered their completion. We created the questions to comply with an outcomes based evaluation model.

The first evaluation (labeled Pre-Evaluation) was administered pre-race and divided into three sections. The first section was to determine the current level of knowledge participants had of community based services and providers. The second part was used to measure current levels of partnership participation amongst staff from the varied participating human service agencies. The last section gauged the awareness of participants of two regional projects we believed were lacking visibility within our region, but which we had no data to support this assumption. The data

collected from this initial evaluation would serve as our control against which we could measure any increases in knowledge and team building resulting from participation in the Race. We used a five point scale in which they rate their responses to each question with a simple check mark.

We chose to merge this Pre-evaluation into the Race Registration Form itself for two reasons. One, it would ensure a one hundred percent rate of completion, as surveys and evaluations return rate are typically low. Two, by tying a participants name to their evaluation, it allowed us to measure outcomes for each individual, rather than simply grouping the results into a generalized report. The questions were purposely kept broad enough to prevent confidentiality from being a deterrent to completion.

The second evaluation (labeled Post-Evaluation) was administered upon completion of the Race itself, but PRIOR to the handout of prizes and wrap-up. By keeping this evaluation short and allotting time for completion within the Race itself, we ensured the maximum number of returns, as few people will complete surveys or evaluations once the day has officially ended. In addition, we explained to participants why their feedback was important to us and what it would be used for.

The second evaluation was structured exactly as the first, so that accurate, measurable outcomes could be easily collected. The goal of this evaluation was,

again, to measure any changes in knowledge and relationships that could be directly attributed to participation in the Race.

☀Tip: Have a general comments section at the bottom of your structured evaluation to allow informal comments by your participants. They may include information that is important, but you never thought to ask.

The third and final evaluation was distributed to participants by e-mail approximately six months after the completion of the Race. This evaluation was again, formatted as the first two evaluations and used to measure any longer term outcomes as a result of participation in the Race, such as increased interagency referral and partnering.

☀Tip: Have a draw for small prizes (either purchased or donated) from the submitted applications to further encourage the evaluations to be completed and returned. Participants can enter their name on the evaluations themselves, or, if you are asking questions which you feel would be best answered in anonymity, hand out an entry slip upon receipt of their completed application.

Once all the evaluations (pre and post) were collected, we entered the information into the HOMES database. The information was quick to enter due to our use of a simple ratings scale and check boxes. From there, we were able to create

comprehensive evaluations summary. There are many survey programs that offer this option, HOMES was chosen by our project as it was a system recognized and accessed by our funder.

As a Committee, the positive data collected through our evaluation process was invaluable as tangible proof we were achieving the goals we had outlined for the Amazing Partnership Race Project. Copies of this evaluation report were sent to the heads of all participating agencies to be shared with their staff. It is important that this evaluation data is shared with all the participating agencies as supervisors can in turn use a positive evaluation summary to justify to their boards and councils the allocation of staff time for participation in the Race. The reports were also sent to our funder, CPEF, in support of future funding applications for the project.

Planning Committee

Planning the Race is very time consuming and should be started at least six months prior to the actual event. Meetings should occur monthly, then bi-monthly two months prior, then weekly as the Race approaches. It helps to set the time, date and location of all future meetings up front, as people's schedules tend to fill up and this ensures less scrambling at the end of every meeting to find a suitable next meeting date.

Our Planning Committee, due to the partnering requirements of our granting body, consisted of representatives from all Family and Community Support Services departments in the region, as well as Child and Youth Services. We also chose to include staff from agencies who consistently shared clients with the two core agencies. Examples include: RCMP, AADAC, and Mental Health Services

Ideally, your planning Committee should consist of a staff member from every agency that is participating in the RACE itself. By having every organization represented, you get a better "buy in" from the agencies, as that person will share information and create excitement surrounding the RACE within their own organization. If managers do not have time to be on the planning committee itself, at the very least keep them engaged and informed through e-mail updates on the progress of the Race. It is important that people in authority see the value in your Race; otherwise they will not allow their staff time-off from their regular work duties to participate.

☀Tip: While it is important that members of the planning committee keep their organization in the loop about the Race, specific plans and details need be kept secret as surprise is vital to the Race's fun and success.

The Committee itself should operate like any other well-run committee with clearly assigned roles for everyone. The chair is responsible for organizing the date, time and location of the meetings, as well as ensuring the meeting progresses in an organized and orderly manner. The secretary will keep the notes from the meetings, distribute information, create to-do lists and ensure every participating agency is updated as needed. The treasurer will manage the budget and balance the revenue and expenses, as well as pursue any granting or fundraising opportunities. Every other member of the Committee can be assigned tasks such as food, media relations, and volunteer management etc.

☀ Tip: Appoint one partner or agency as the “banker” for your project. This person should, ideally, act as treasurer on the planning committee as well, to ensure your project stays within the budget and that all transactions go through a single account. It is also helpful if the agency chosen as banker has non-profit/charitable status or is a government agency. This allows better access to grants and funding to be applied for by them, on the Committee's behalf.

As the name states, the Planning Committee is responsible for planning the Race. As such, they will not participate in the Race itself, but instead work that day to ensure the event runs smoothly, and as planned.

Transportation

Because participants have to travel to many locations throughout the day, it will be necessary to arrange for transportation. Teams should be kept to a maximum of five members to ensure the entire team can travel together in a single vehicle. It is up to team members to decide amongst themselves who they will appoint as the driver for the Race day, but the best choice is someone who is familiar with the area and will be able to transport the team from clue to clue with the least misdirection. Public transportation could potentially be used, but this is difficult in smaller communities where the infrastructure is minimal or may not even exist.

Provide the teams with good maps of the areas which the Race will cover, including street names and numbers and popular landmarks. As well, include a cell phone number on the map for one of the planning committee members, should the team get seriously lost or disorientated. Print a disclaimer on the map itself stating that the Race teams are expected to drive in a safe manner, abiding all traffic safety laws; which can sometimes be forgotten in the excitement of the Race. Any tickets or violations incurred during the Race will be the responsibility of the driver and not be the responsibility of the planning committee.

☀Tip: Calculate the approximate number of kilometers that will be driven during the Race by each team and give each individual driver a fuel card/certificate to offset the cost of gas used throughout the Race. This will ensure no participant is out of pocket for costs, particularly if a great distance is to be traveled.

Race Headquarters

A facility will need to be booked for the day of the Race from which the Race is coordinated.

The minimum requirements for this facility are that it has enough table and chair capacity to seat every Race participant, with washroom and kitchen facilities available, ample parking and a sound system. An outdoor space is not advised as the planning committee will be housed at this site throughout the day and inclement weather can make this uncomfortable and unusable. Using the office of one of the Race agencies is also not advisable as various people will be exiting and entering the building throughout the day, disrupting regular business and putting the security of the building at risk.

☀Tip: Have your Race on a weekday and take advantage of the cost savings of using a facility such as a community hall that would otherwise remain unoccupied during the day. Many community organizations such as the Lions, Kinsmen, and Community Leagues own appropriate facilities that they may let you use at discounted rate if approached.

This location will act as both a starting and finishing point for the Race, as well as a meeting point for teams throughout the day. Initially all race participants will meet at the headquarters to be assigned their teams and given their instructions. Then, if you Race is a full day in duration, all participants will come back to this central meeting point for lunch, and then at the end of the day again for wrap-up. Always ensure that someone from the planning committee is at the headquarters throughout the day to receive phone calls and redirect teams should anyone become lost or confused.

Food

Your budget will determine the food you serve the participants throughout the day. Prepared or catered food is easiest, but most expensive, and if your headquarters has an approved kitchen facility, there are no reasons basic sandwiches, veggie and dessert trays cannot be assembled on site. This is a good job for the members of the planning committee assigned to stay at headquarter for the duration of the day. As always the best option is to approach local restaurants and grocery stores to see if they would be willing to donate food for the race or at the very least sell to you at cost, as this will be a major item in your budget.

When participants first arrive, fruit, muffins coffee and juice are very appreciated as normally the Race will start early in the day. Participants can eat as your brief them for the day.

☀ Tip: Purchase some disposable to-go-cups with lids, so participants can take their coffee with them when the Race starts, as most people will enjoy the option of coffee in the morning. Or, alternatively, approach the gas station which you buy the fuel cards from and ask them to donate the cups and lids.

The mid day meal is an opportunity to bring all the participants back to the central meeting point for further instruction and to gauge everyone's progress. Lunch is also a good opportunity for informal networking amongst participants other than their team, so try not to have a formal activity during lunch.

To encourage mingling amongst teams, have team members split up and assign each a place at a different table. One of the main purposes of the Race is getting to know and build relationship with other agency staff, so if you do not require this division, people will likely revert to sitting with people they already know and work with. This defeats your purpose in hosting the Race.

At this point, as people leave to begin the second half of the race, have bottled or canned beverages available for them to take and consume throughout the day.

☀️**Tip: Ask about any dietary restrictions (within reason) or food allergies prior to race day to ensure everyone has something they are able to eat.**

T-shirts

You will need some way to identify the separate teams participating in the Race. Providing t-shirts of different bright, contrasting colors are a good way to differentiate teams. As well, the teams will be doing many interesting and unusual things within the community throughout the Race day. It is a good idea for them to be easily identified by the general public as participating in a Race, so community members not involved or aware of the Race will not be alarmed or confused by anyone's activities or behavior.

If you have sponsors, the t-shirts are also a good way to advertise their support, as team members will be wearing the t-shirts throughout the day in the community. Ask permission for the sponsor's logo to be displayed on the t-shirt and provide the sponsor with a t-shirt for them to display in their place of business as a thank-you. Last year's t-shirts can be used to solicit donations for the current year's Race as they give a tangible example for the prospective sponsor as to how their name will be displayed.

If you do not have sponsors, or wish to save money on having the t-shirts embossed, an alternative is to have the participants design their own team t-shirts as the first activity of the day. Each team could invent an individual team name and logo, and then decorate the t-shirts accordingly, with point awarded to the most original design. Each team would be assigned t-shirts in a single color and permanent markers and quick-dry paints would be used for design.

☀Tip: It is difficult to impossible to ensure everyone has a t-shirt that fits them exactly with such a varied group of participants. Order a mix of sizes, but lean towards more large to extra large sizes. That way, the smaller people can wear the t-shirts over their existing clothes and the larger people can wear them in the regular fashion. It is more embarrassing for a participant to wear a too-tight t-shirt than a too large one, and you want your participants comfortable throughout the day.

Team Bags

Each team is given a bag of supplies to use throughout the day. The contents of the bag will be based on what is needed to participate in your activities throughout the day. Cloth, grocery store bags work best as they are inexpensive and can be taken home and used again by participants after the Race (with the environment in mind). Basic supplies in the bags should included pens, paper, fuel cards, maps, brochures (from each participating agency), emergency numbers, clues/rules for the day and non perishable snacks. Anything you wish can be added.

☀️Tip: A disposable camera is a nice addition to capture interesting photos throughout the day that may be missed by your “official” Race photographers.

Teams

The first step in grouping people into teams is determining the number of people that will be attending your race.

Have a member of the planning committee personally contact the supervisor or manager of each potential participating agency at the beginning of the planning stages of the Race. It is important to finalize the commitment of staff from each agency for participation in the Race. If possible, it is best if all staff has the opportunity to participate, but this may mean the agency will need to suspend service or bring in temporary staff for the day. It is best to discuss this possibility upfront with management and get a firm commitment of support prior to any planning.

Once management approval has been established, send out a call for participants approximately two months prior to the Race. Clearly lay out the date of the race, the time commitment required and a brief outline of the day's activities and skills required to participate. Although no complex skills are usually required for participating, most activities require some mobility and limited endurance which may not be possible for some people. It is best to present the requirement for participation upfront to avoid disappointment and embarrassment the day of the Race.

Once a participant list has been created; it is time to group people into teams. Ideally, you want a maximum of five people per team, with each member representing a different agency. No two people from the same agency should be on a single team, as the point of the Race itself is to introduce people who may not otherwise have the opportunity to get to know each other in an informal setting. Not only should teams be mixed up by agency, but as well as by sex, age and ability to ensure fairness between teams. Keep the teams confidential until Race Day.

The best way to create teams is at a planning committee meeting. Write everyone's name on a slip of paper, along with the organization they represent. Place all the names on a wide, bare table and start separating everyone into teams. Hopefully, each participant will be known by at least one member of the planning committee and they can be placed appropriately on a team based on the previously listed criteria. Once everyone has been grouped, have the secretary make a draft list of participants and the teams they have been assigned to.

☀️Tip: Having participants fail to show up the day of the Race can create problems from a planning perspective. Impress upon participants the importance of committing to the Race, send out periodic e-mail reminders and include a phone number so people can notify you of any last minute cancellations as soon as possible.

On Race Day assign a person from the planning committee to greet participants as they arrive and place them with their team. It is important to check off participants as they arrive, so if someone is late or missing, changes can be made accordingly prior to the start of the race. The teams should have the opportunity to sit together and talk informally prior to the race in order to get to know one another. Supply name tags as some people may never have met previously. The Race will begin once every team member has arrived and been briefed on the day's events.

☀️Tip: Remember to obtain a cellular phone number from a member of each team prior to the start of the Race to be used if needed in emergency, to notify them of any changes to the itinerary, or to call them back to headquarters.

Media/Photographs

The local media is a good (and often free) to promote your Race and the agencies involved within your service area. Assign one person from your Planning Committee to act as the media relations coordinator. Have them contact the local newspapers, TV, and radio stations to see if they would be interested in doing a piece about the Race either prior to or after its completion.

The day of the Race, provide the media with a schedule and map of the day's events. That way, they can be set up and ready prior to the start of any particular activity to capture the action. Candid action shots taken during the Race are much more interesting and will be more likely used by the media, over formal, posed shots.

If you cannot have the media at the Race itself, or even if you can, still have a few people from the Planning Committee designated as photographers to insure the day is captured. Post these people at a variety of locations to ensure a good variety of shots. These photos can be used as visuals to compliment future funding applications, to promote the Race to future participants and simply for the enjoyment of the participants. It is best if photos are saved on CD and copies given to a few members of the planning Committee to ensure their survival from year to year.

☀Tip: Create a slide show of the Race photos to show during lunch or at the day's end. To do this, you will need access to digital camera, a lap top and projector and the technological capacity to transfer the photos quickly. This is a nice touch as it allows people to see other teams' complete activities that they may not have been present to see.

We created collages from the photos taken during Race Day. The collages were created at little cost by a planning committee member that had a talent for scrap booking. These collages were then inexpensively framed and given to each individual participating partner organization to be hung within their agency as a reminder of the day and the relationship that were built because of it. Each collage was dated with the year to serve as a reminder of they participated in the Race.

☀Tip: You will need to have participants sign and date a brief Freedom of information and Privacy Act (FOIP) statement if you wish to take pictures at your event and use them in future media publications. We included this section on the pre-evaluation form to avoid needing a separate permission slip.

Volunteers

You will need many volunteers in order to run a smooth, well organized Race. Make a list of all volunteer positions that require filling. You will need volunteers on the day of the Race for things like photography, food preparation, clean up and race coordination. Fill these positions first with members of your Planning Committee (as they know too many details about the Race itself to participate anyway) and then recruit after that from outside agencies. Designate a volunteer coordinator from the Planning Committee to coordinate all volunteer activities. Having volunteer opportunities available is a good alternative to still involve staff who, for whatever reason, cannot or do not want to participate in the Race itself.

Every formal stop along the Race must be staffed by a volunteer. This volunteer is responsible for explaining the task to the team and assisting them in its completion. Provide them with all the equipment and information necessary to do this prior to the Race. The volunteer will verify the successful completion of each task in whatever way has been decided, provide the team with their next clue and ensure they are sent on their way. Volunteers must remain at their post throughout the day, but should be allowed enough time to leave and share lunch with the Race day participants at Race Headquarters.

☀Tip: Every volunteer must have access to a cellular or phone to update the designated planning committee on the progress of the race and to report any problems. A lack of ability to contact volunteers can be a huge problem should a team get lost, or a task need to be changed at the last minute.

Clue Locations

Careful consideration to the goals of the Race is important when planning the location of the clues and activities. One of the main goals of the Amazing Partnership Race is to create awareness for participants on the programs and services partner available to human services clients within their community. Therefore, each stop and each activity must be carefully planned to ensure that goal is met and the participant leaves each stop with a greater understanding of that particular agency.

Past Races have included stops at food banks, AADAC, mental health offices, public health units, hospitals, Family and Community Support Services Offices, libraries, schools, second-hand stores, the court house, RCMP detachments, the Boys and Girls Club, youth centers, victims' services, early childhood development centres, subsidized housing foundations and children's service authorities. The choices can be as diverse as your community itself, so long as the agency is structured around the human service industry and provides client services.

The manager from each agency will need to be approached early on in the planning process if their location is to be used as a Race stopping point. Ideally, their staff should be encouraged to participate in the Race itself. If however, this is not possible, this does not negate the agency from participating as a clue location, as learning and networking will still occur by staff from having the Race Participants in

and out of their location throughout the day. Provide the opportunity for the staff from the agency to design the activity at their locations. They know the service they provide and what activity might best introduce this service to Race participants.

☀️Tip: Most Race stops will still be conducting regular business (but perhaps with a skeleton staff) the day of the Race. It is therefore important to caution your participants to enter and exit the organization in as organized and quiet manner as is possible to allow the least amount of disruption to client service. Client confidentiality and comfort must be remained at all times. Save the truly noisy activities for public spaces.

A volunteer will be stationed at the agency throughout the day. It is preferred that the volunteer is a staff member from that agency, as they will best be able to answer any question about the service provided there. If the location is accessible to the general public, the clue box will need to be stored in a secure location, away from potential public curiosity and damage, or with the volunteer themselves.

Activities

The activities you assign throughout Race Day are limited only by your imagination; providing they are safe and enjoyable.

☀Tip: You will likely have all ages, abilities and fitness levels competing in your Race. Keep this in mind when creating both your activities and teams. Try to have a mix of physical and mental activities to ensure everyone can contribute their skills.

One of our main goals of the Race was to increase the knowledge of participants to the services available to their clients within their community. We therefore chose activities that gave the participants maximum exposure to their community, both physically and intellectually.

Our activities were based on a fictitious client “family”, recently moved to our community, who faced a number of unique challenges. The family was introduced to participants through a written summary, placed in their team bags. In turn, each separate clue location or activity that day was based around a specific social need of each family “member”, which required action or investigation by their “worker” (Race participant). We tried to ensure our “family” had varied needs to guarantee exposure to the maximum number of agencies and service providers in our area.

Each team began the Race at a different, staggered location. This would ensure no team was completing the same activity, at the same time, as another team. We did this to ensure no one location would be overwhelmed by several teams at once, and that no “borrowing” of answers from one team to another team would occur.

A volunteer manned each activity station and judged the team based on their success in completing each task on behalf of their “client family” and prizes were awarded accordingly. The team was given their next activity location in a sealed envelope, only after the volunteer had deemed that they had completed the task appropriately.

In addition to the activities, we included bonus questions to help each team earn additional points. Each of these bonus questions was directly related to an activity participated in that day.

☀ Tip: Award small prizes for a variety of reasons, rather than having only one large prize, to ensure one team does not walk away with everything. We used gift cards as prizes from stores that were neither gender nor age specific, so everyone would be happy with their “win”.

Wrap up Event

A wrap-up event is a good way to bring all the race participants back together for an opportunity to build on the partnership and relationships they created through their participation in the Amazing Partnership Race.

The wrap-up event should happen within a month or two of the Race itself, so people do not lose interest. If the party is scheduled during the lunch hour the maximum amount of participants are able to attend as no alternate arrangements need be made by their employer to accommodate loss of work time. Lunch time also works better than an after-work or weekend event when many people have activities already scheduled with family and friends. Have invitations sent out to every agency that participated in the Race (including those that were unable to commit staff, but played a role as a clue location) and include an RSVP deadline and contact to ensure you have enough space and food for everyone.

If you can use the same venue to host as was used on Race day, then do so, as it is already a familiar location for people with all the necessary amenities. If however it is not in your budget to re-rent the space, a board room or lunch room of any of the partner agencies is fine, so long as there is room for everyone to sit comfortably.

Have food ready as soon as people begin to arrive, as this should be an informal gathering. Providing lunch is important as it gives the event more of a party feel and less of a meeting atmosphere, which is important if you want to maximize attendance during people's personal lunch time.

All the developed photos taken on the day of the Race should be on display in some manner (collage, poster board, bulletin board) to be viewed by participants at their leisure. The slide show created the day of the Race can also be re-shown, again, informally in the background, so people can view it as they wish.

The only formal portion of the event comes with the presentation of participant certificates. These certificates can be simply created on the computer and have the title, (Amazing Partnership Race), participants name, date, and names of partnering agencies. At this point, the chair of the Planning Committee can say a few words, reiterating the goals and accomplishments of the Race and presenting the certificates to each individual participant. This is also a good opportunity to present the framed picture collages to the manager of each agency present. Both are nice keepsakes for the participants and their organizations and a note to end your wrap-up event on.