Coordinator Newsletter

October

HKRS FINANCIALS - CLOSING OUT THE SERIES

CC FINANCIAL NOTICE FALL 2020 & SPRING 2021 - Download HERE

- **IN-PERSON RACING - Outlined below**
    - **Mail in ALL Walk Ups**: Include all *signed waivers,* payment and reconciliation form
        - ****You must also include a complete** Walk-Up Reconciliation Form **with the Waivers****
            - If we have not received walk-ups from all weeks, we will not close out the Series
                - If you have no more pending walk-ups after your final week, please notify your Program Manager so we do not expect them from you. At this point we will record in Filemaker that you have no more outstanding walk-ups
    - **Race Results:**
        - All race results must be in the system and posted prior to financials. Please send final results to results@healthykidsrunningseries.org.

- o **Expense Reimbursements**:
  - Any items you wish to have reimbursed (addressed in the How-To Manual), must be submitted NOW in order to be included in this sesason's financials
    - Submit receipt with [Reimbursement Form](#)
  - Once submitted, if the reimbursement request is approved, you will be issued a check, and then the cost will show up as an expense on your financial statement
    - *Marketing Reimbursements come from each Series' Marketing Fund and are not included in the financial statement*
- o **30 Days**
  - After all 3 of these prerequisites are complete accounting will be notified. At this point, HKRS has a 30-Day window to complete your financial statement and submit it to you for approval. Once you approve, you will be issued a check via the mail.
    - You can find out if your Series has been closed out and the 30 Day window has started in Filemaker [HERE](#)
- o **Profit & Loss Financial Sheet**
  - VIEW the 'How To Understand the P&L Financials' video [HERE](#)!
- **LOCAL VIRTUAL RACING**
  - o Fall 2020 CC [Close out Checklist](#)

OPENING SPRING REGISTRATION

- ***There will be no national start dates moving forward***. If you would prefer registration to open prior to January and all items needed to do so are in order, please let your Program Manager know. This is a great opportunity to capture families shortly after the current season ends.
- In order to open registration for the spring season, you will need to confirm the following:
  - Facility Secured
  - Notify Program Manager of spring Series dates, race start time and race location
    - **Spring Series** can start as early as **April 11th weekend** and can run through the middle of June.
    - Fall Series can start as early as September 12th weekend and can run through the middle of December.
    - *Please try to factor in a rain date with your facility if possible. Highly recommend reserving for both spring and fall Series if possible.*
  - Background Clearances must be up to date in order to open registration. Please speak with your Program Manager to confirm.
  - The Series Fall 2020 Financials are in process.

HKRS PROGRAMMING UPDATES

POLICY & PROGRAMMING CHANGE PROPOSAL FORM: We've created this form to provide a means for Community Coordinators to request formal policy changes to HKRS. Its intent is to uncover local, repetitive issues and simultaneously crowd-source solutions from Community Coordinators with the goal of improved programming nationally. This form is an opportunity for Community Coordinators to share ideas with our national leadership team at any time, which will be reviewed biannually. The timeline is as follows:

Submissions – Phase I: November 1 – April 30
Review Phase I: May 1 – May 31
Publication of Responses – Phase I: by June 15
Submissions – Phase II: May 1 – October 31
Review Phase II: November 1 – November 30
Publication of Responses – Phase II: December 15

There are two submission phases which will be followed by a one-month national office review phase, which will classify proposals one of three ways: 1.) Accepted (meaning HKRS will implement and publish a projected timeline for implementation); 2.) Amended & Accepted (meaning HKRS will consult with the original author and reasoning/logic for an amendment, and if agreeable, will publish a projected timeline for implementation, or 3.) Rejected (meaning HKRS will share reasoning/logic as to why it was not adopted).

Policy & Programming Change Proposal Form

SUPPLIES

- Please input the number of medals and shirts you have left over directly into your Filemaker dashboard.
  - How To Video
- Do you need any replacement supplies for the spring Series? Now is the time to place the order so that you are ready for the spring season!
  - How To Video