

Race Across Africa – Tour the Nile: Team Captain Packet

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Overview

Beginning June 1 through June 30, IHS teams of 10 will race, *virtually*, from Cairo to Burundi in a philanthropic effort to raise funds to bring clean drinking water to Africa. Participants can tackle the distance by participating in any activity that keeps them moving forward, such as biking, running, walking, rollerblading, and swimming.

Cairo to Burundi



Key Dates

- Registration begins April 20
- Team Captain meeting TBD- late May race updates
- Race begins June 1
- Race ends June 30
- Results announced TBD

Race Rules

1. Each team is composed of 10 participants
2. Replacement of a team member is allowed. The new team member will use the existing FitnessJournal subscription of the replaced team member.
3. We strongly encourage participation from non-IHS colleagues. Friends, family members, customers, and vendors are all welcome to participate.
4. The race will begin June 1, 2009 and end on June 30, 2009.
5. Each team is encouraged to raise funds for clean water in Africa, but it is not required to raise funds to participate.
6. The Open category means that up to 85 percent of the distance can be covered by cycling or rollerblading.
7. The On Foot category means any distances accumulated without cycling or rollerblading. Rowing and swimming are included in the On Foot category.
8. Cycling refers to road, mountain or stationary bike.
9. A team can win only one of the two categories (Open or On Foot), and one of the weekly challenges.
10. Weekly challenges- a challenge will be issued to all participants each week. To ensure that your team is eligible, all distances must be entered into FitnessJournal by 8 a.m. (MST) every Monday during the race. A screen shot will be taken of the team distances and the winners will be determined based on the information provided by the screen shot. Winners will receive bonus miles to add to their overall team distance.

Forming Teams

Each team will consist of 10 people and will select a team captain. Teams can include any IHS colleague as well as non-IHS members. After teams are formed, team captains can enter team member information on the registration form, available on *TheSource*. Individuals who want to participate but don't have a team should complete the registration form on *TheSource* and we'll find a team for them.

FitnessJournal

Distribution of FitnessJournal subscriptions

IHS will provide a six-month FitnessJournal subscription to every race participant. Participants are not required to pay the subscription fee. The Race Administrator (RAAdmin@IHS.com) will assign a subscription to each member of the team, and will e-mail the UserID and password to the Team Member. Please note that the email comes from a “do not reply” address from FitnessJournal.

Individual registration on FitnessJournal

All participants will be registered on the FitnessJournal Web site by the Race Administrator.

Forming teams

After registering team members the Race Administrator will form the team on the FitnessJournal website and assign the chosen Team Name.

Replacing members

If a team member is unable to continue in the race for any reason, that member's subscription can be transferred to a replacement team member. The original team member will not be able to continue using their FitnessJournal subscription as it will have been reassigned. The Team Captain should contact the Race Administrator to replace a team member only if the change is to be permanent.

Tracking Your Distance

Entering distances

All distances entered by the individual team members will be accumulated into that team's total. Participants should enter their distances on a weekly basis. FitnessJournal allows tracking of other factors that affect health and wellness.

Viewing results – Individual

FitnessJournal has several methods for viewing your individual results. Check out The Map Room as well as Charts and Graphs available on the Home page.

Viewing results –Team

To view team results click the Challenge button on the Home page. You will come to the Team Tools series of reports. Reports can be by Number of Steps, Calories Burned, Distance Traveled, and Time. The Race Across Africa event will use the Distance Traveled report to determine winners.

Click on the Team Distance Report and enter the Start Date and End Date of the period you want to examine. You will get a table of all teams in the race sorted by distance traveled. The report shows the total distance traveled as well as the Cycling Distance and percent.

Viewing results – Others

Fitness Journal allows you to create a list of 'Friends' whose performance you can see (if they let you). This is a good way to have the overall team performance benefit by having some friendly competition within the team itself.

Special Note

At IHS, we value Teamwork, Respect, Accountability, Innovation and Integrity. This is a fun event; however, the competition could get intense. All participants should use their best judgment and only enter distances they are sure about.

Fund Raising FAQs

Where will my money be kept?

The money will be handled by a Canadian Rotary Club and a U.S. Rotary Club. Donations collected by IHS colleagues and race teams will be batched by the Team Captains and given or mailed to a member of the identified Canadian or U.S. Rotary Club. Tax receipts will be issued by the appropriate Rotary Club if applicable in that country. These local Rotary Clubs will accumulate and hold the funds and select projects to apply them to.

U.S. Donations

Please have donors in the U.S. make their checks payable to **The Denver Southeast Rotary Club**. Team Captains in the **U.S.** will send the batched donations to:

Denver Southeast Rotary Foundation
C/O Mihoda & Company, P.C.
770 West Hampden Ave., Suite 325
Englewood, CO 80110
303-789-1933

This year we have added the ability to accept donations online.

For online donations in the **U.S.**, please visit https://www.blacktie-colorado.com/online_sales/nonprofit_donation_enhanced.cfm?id=624&campaign_id=116.

Canada Donations

Please have donors in **Canada** make their cheques payable to “**The Rotary Club of Calgary**”. Team Captains in Canada will send the batched donations to John Orian in the IHS Calgary office:

200, 1331 Macleod Trail SE
Calgary, Alberta
T2G 0K3

John Orian will hand deliver the donations to a member of the Rotary Club of Calgary.

For online donations in Canada, please visit <http://www.rotaryevents.net/>.

We **do not** have the ability to accept donations outside North America.

What is Rotary?

Rotary is a volunteer organization of business and professional leaders who provide humanitarian service, and help to build goodwill and peace in the world. There are approximately 1.2 million Rotary club members belonging to more than 32,000 Rotary clubs in nearly 170 countries. Rotary International is the world's first service club organization. Members volunteer their time and talent to further the Rotary motto, Service Above Self. For more information, log on to www.rotary.org.

What organization will be using my money?

Funds collected in the Race across Africa event will be used to support organizations that have proven to be successful at implementing projects that provide clean drinking water in rural African villages.

How is the money distributed to the organization?

All funds will be channeled through Rotary Clubs and will be spent on projects selected by the sponsoring Rotary Club.

Is my donation tax deductible?

Where appropriate, the Rotary Club receiving the donation will issue a tax receipt. These receipts are only applicable in the U.S. and Canada. Only donations received by check or made online will be eligible for tax receipts. Cash donations will not receive tax receipts.

How much of my donation goes toward administrative expenses?

Your entire donation will go to the Rotary Clubs to be distributed for clean water projects in Africa.

Is the organization that is receiving my money a 501(c)3 organization (U.S. charitable org designation)?

Yes, for donors who pay U.S. taxes. All funds collected in the U.S. will be deposited into the Rotary Club of Denver Southeast which is a 501(c)3 charitable foundation based in Denver, Colorado.

All Canadian donations will be received by Rotary Club of Calgary which will issue a tax receipts valid in Canada.

How will I know that the money will be spent to support bringing clean drinking water to Africa?

Rotary Clubs will provide updates to IHS when the money has been distributed to the executor of a project. Project updates will be published on the IHS project website.

Will my money be given to government organizations in any of the war-torn areas (i.e. Sudan, Kenya)?

Absolutely not. Our aim is to provide help directly to NGOs (Non Government Organizations) that are bringing clean drinking water to local communities.

I want to designate my money to go to projects in a specific region in Africa. How do I do that?

As we do not have the infrastructure to track such requests we will not apportion any of the total funds to specific regions of Africa, or to specific projects.

I would prefer that my money go to support something other than clean drinking water in Africa. Can I designate another organization?

At this time the intent is to only support projects that provide clean drinking water. Certain projects may seek to provide clean water by rectifying sanitation problems, others by harvesting rainwater. All the accompanying education around the event will focus on alleviating problems caused by the lack of clean drinking water.

Forms

Please visit the IHS intranet, *TheSource* for forms and details. Click on Departments and Teams, Corporate Communications and IR, under resources on the left side, click on Race Across Africa.

The RAA2009 Administrator will maintain a master list of all participants. This master list will be used to administer FitnessJournal subscriptions, and to track funds raised by the teams.

Participants outside IHS can register for the Race Across Africa by sending an email to RAAdmin@ihs.com.