

January 26, 2017

The Chesapeake Department of Parks, Recreation and Tourism (“Department”) annually holds the Dismal Swamp Stomp Running Festival (Half Marathon, 5K and Children’s Cub Run), which is held on a flat course taking runners on a spectacular wilderness journey through lush, mysterious landscape and rich history along the historic intercostal waterway. For the past eight (10) years, the Department has donated a portion of its proceeds from the event to local charities as part of its commitment to the community. This year, the Department and Mettle Events are seeking eligible 501(c)(3) organizations\* who serve the residents of the City of Chesapeake to apply to be selected as one of the local charities that share a portion of the event’s proceeds for the year 2017: one (1) to three (3) charities will be chosen.

To be considered as a selected charity for the 2017 Dismal Swamp Stomp Running Festival (Half Marathon, 5K and Children’s Cub Run), the Department requires current documentation regarding your 501(c)(3) status, description of organization, community impact of organization, the number of volunteers you are able to provide to help host the event (a minimum of 15 – 25 volunteers required), and the contact information of the volunteer leader of your group. The required documentation and pertinent information must be submitted on your organization’s letterhead, and must not exceed four (**4**) pages. Should your charity be selected, the Volunteer Coordinator will provide the necessary information for your volunteers to sign up for a number of assorted positions; Water Stop Support, Food/Hospitality Support, Registration Support, Packet Pick-up Support, Start and Finish Line Support, and Awards Ceremony Support. Mettle Events will also make arrangements to train/brief your volunteers on their chosen position, should it be necessary.

Should your charity be selected, not only will you receive a portion of the event’s proceeds, but your organization will also receive publicity as a charity partner of this event. Marketing materials will list your organization as a designated charity. Marketing materials will include the following: email newsletters from Mettle Events database of 104,000 athletes; race posters distributed to running stores and gyms throughout Hampton Roads; acknowledgment on banners, posters, magazine, and newspaper advertisements. Also, your organization’s web address will be linked to the event web site, and you will also be afforded space at the race expo to showcase your organization.

If interested, submit the required paperwork to: Chesapeake Parks, Recreation and Tourism, c/o Dismal Swamp Stomp Running Festival, 1224 Progressive Drive, Chesapeake, VA 23320 no later than **February 10, 2017.**

Thank you,

*Josh Fisher*

Josh Fisher, City Events Coordinator  
Chesapeake Parks, Recreation and Tourism



cc: Ann Hupp, Mettle Events

***\*not eligible for funding; political organizations, lobby / special interest groups, religious affiliated organizations\****