



TOWN OF HOPKINTON
TOWN MANAGER'S OFFICE
Norman Khumalo
Town Manager

2014 Invitational Entry Application Process

In accordance with Section 2 of the Hopkinton Marathon Policy, the Board of Selectmen invites applications for the upcoming 2014 Boston Marathon in the following manner:

Invitational applications will be distributed to qualified organizations through a random selection that will take place at a Board of Selectmen meeting on Tuesday, December 17, 2013. In order to qualify for the random selection, an organization must fit one of three category descriptions outlined in the Town's Marathon Policy, namely:

- Organizations undertaking activities for the benefit of the Town of Hopkinton;
- Organizations undertaking public service activities within the Town of Hopkinton; or
- Organizations undertaking public service activities within the Commonwealth of Massachusetts.

Each organization may request up to five (5) invitational entry applications. However, the Board of Selectmen will announce a cap of invitational applications that an organization could receive on the day of the random selection. Organizations that receive invitational applications through the December 17th random selection may then distribute them directly to individual runners that agree to raise money for the organization, and must agree to comply with all terms and conditions set by the BAA and the Town. Organizations wishing to apply, may only apply under one category. The Board requests that organizations who apply commit to a minimum of raising \$4,000, per invitational entry they receive through the random selection.

Qualified organizations that would like to be included in the random selection must fill out the BAA Invitational Numbers Application, and submit to the Board of Selectmen's Office by **Noon on Friday, December 6, 2013**. Late applications will not be considered. Applications are available in the Board of Selectmen's Office (address below) or the Board of Selectmen's website: <http://www.hopkintonma.gov/home/government/boards/bos>.

Applications will become available on Wednesday, November 20, 2013.

Please send all applications via email or hard copy to the Board of Selectmen's Office at:

Board of Selectmen

c/o Marathon Invitational Entries

18 Main Street

Hopkinton, MA 01748

Email: mpittman@hopkintonma.gov (preferred)

For questions, please contact Executive Assistant, Maria Pittman, at 508-497-9700.



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BAA INVITATIONAL ENTRIES APPLICATION

Please provide the following information. The application will be disqualified if not completely filled out.

1.	Name of Organization	
2.	Primary Contact	
3.	Address	
4.	Telephone	
5.	Second Telephone (if necessary)	
6.	Email Address	
7.	Organization website	
8.	Category	<input type="checkbox"/> Organizations undertaking activities for the benefit of the Town of Hopkinton; <input type="checkbox"/> Organizations undertaking public service activities within the Town of Hopkinton; or <input type="checkbox"/> Organizations undertaking public service activities within the Commonwealth of Massachusetts.
9.	Verification (copy) of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code	
10.	Number of Invitational Entries requested for this year	
11.	Number of Invitational Entries received in <u>2013</u> from sources other than Hopkinton	