

“Race Event Planning: A Comprehensive Guide to Success.” *Run The Day*,
runtheday.com/blog/organize-a-5k/how-to-organize-a-5k/. Accessed 24 Mar. 2026.

I selected this source for my capstone because, in order to organize a 5k race like I am doing, I need to have a race manual. I was a little bit stuck on how to write one, and so when I looked up how to write a race manual, and this run the day source popped up, and I read it. It gave me all of what I needed to tell me how to create a race manual and what to do. This was a really helpful source and really helped me out with what I needed. I was able to put together the race manual and have been doing really well when it comes to organizing this race.

“Volunteer System.” *RunSignup*,
help.runsignup.com/support/solutions/articles/17000064546-volunteer-system. Accessed
24 Mar. 2026.

I found this source useful because I need volunteers for my race and I did not know how to set them up and so I looked up how to do it and this source tells me exactly what to do and how to set them up. Using this source was so much help because I have now set up the volunteers and everyone that I need for the race and that is just about done. It is something that I will continue to use if I get confused about anything I will do that and use this source.

Rybak, S. (2024) *How to apply for a picnic permit: Philadelphia Parks & Recreation, City of Philadelphia*. Available at:

<https://www.phila.gov/2024-04-12-how-to-apply-for-a-picnic-permit/> (Accessed: 24 March 2026).

I used this source because in order for me to hold this race I need to use a permit and I need to have a permit and so I was looking up how to use it and how to apply for one. I ended up on the parks & rec website in which it told me how to use the permit and how to apply for one and so I applied for a permit and I was able to get one. This source was really helpful because the race can not go on without the permit as you need a permit to hold any big events. And we could not tell parks & rec that it was a race so I applied for a picnic permit.

(No date) *YouTube*. Available at: <https://www.youtube.com/watch?v=nucBnN0fwv0>
(Accessed: 24 March 2026).

This is a YouTube video that shows how to plan a 5k because I had the idea for it but I did not know what I wanted to go with for the 5k. It showed me how to plan for it and what to do for this 5k and that is what I needed. This is something that helped me as I did not know what to do and this 5k was really important to me and I wanted to get extra tips on how to plan a good 5k. And this was a really helpful source for that.

YouTube, YouTube, www.youtube.com/watch?v=zrAafq_ZFes. Accessed 24 Mar. 2026.

I used this source because I wanted to figure out how to create good race medals, and I watched this video on the best race medals ever and that is something that I wanted to do, as I wanted to have really good race medals. And so I took inspiration from that, and I then went and designed and created my own race medals that look really good, so within that, this source was really helpful when it came to creating those things. This is a source that I appreciate as it is really good when it comes to those things, and it is nice to do as well, and I took a lot of inspiration for these medals.

Kerret, François de. "Nonprofit Raffles: How to Set One up in 10 Steps (2025)." *Zeffy*, 12 May 2025, www.zeffy.com/blog/how-to-do-a-raffle?Raffle.

I used this source because I wanted to know how to create a raffle for my race and it was suggested by my mentor. It is something that is another good way to get donations and money for my race, and so I picked that because of that. It is something that made the most sense for me to do, and it is something that I enjoyed doing, and I have ideas for the raffle and how I am going to do it, and what I am going to do in this raffle.

"A Blueprint for Writing Effective Emails." *Harvard Medical School Professional, Corporate, and Continuing Education*, 8 Apr. 2022, learn.hms.harvard.edu/insights/all-insights/blueprint-writing-effective-emails.

I picked this source because I needed to learn more about good ways to write emails when it comes to the race and I used this source to do that, and it made the most sense. I am good

at writing emails but it was better to try to format them and also make emails exciting and that is exactly what I tried to do and what I did to make things work. This is a source that I have used a lot when it comes to writing these emails.

Bring your group together with custom t-shirts & more! (n.d.). CustomInk.com.

<https://www.customink.com/>

I used this source because I needed to figure out good tshirt websites to order from as I needed to order tshirts for the race and I was looking at those and trying to figure out what to do for that and I figured it out what to do and I have got it all figured out now and who to order from and what to do. I found Mr Tees tshirts as a place to order my shirts from and everything this is something that is exciting. The race is coming together really well and this is eexciting for the race.

National Philanthropic Trust. (2024, July 17). *Ten tips to encourage your friends, family and peers to support your cause* | *NPTRust*. NPTrust.

<https://www.nptrust.org/philanthropic-resources/philanthropist/ten-tips-to-encourage-your-friends-family-and-peers-to-support-your-cause/>

I picked this source because I needed to figure out different techniques for donations and this is what I picked. It has been helpful because I did that and sent out emails when it came to donations and that is exactly what I wanted to do and that is how I liked it and I have been

working on making donations work and everything like that. It is exciting because it is all working and coming together pretty well.

Bring your group together with custom t-shirts & more! (n.d.). CustomInk.com.

<https://www.customink.com/>

I picked this source because it is just the course to find and it is just going through the course looking at it and making sure that everything is good. It is just something that makes it easier to look at the course and go through it and shows what I can do with the course. It also shows the boathouse where the race will be held. And this is a good source for that reason and it is good in all ways and a helpful source.