



AIDS RUN & WALK CHICAGO 2026 COMMUNITYDIRECT OVERVIEW

CommunityDirect Program Overview:

- Approximately 25 teams serve as CommunityDirect partners, including agencies that have been selected in previous years and successfully achieved their minimum requirements.
- All registration fees will be retained by AFC. These fees cover costs related to each individual participant (t-shirt, bib number, insurance, etc.)
- There are no upward limits on the number of individuals on CommunityDirect teams of the amount of money fundraised.
- **Affiliate teams: Any organization or group of individuals wishing to raise funds on behalf of a CommunityDirect partner must register under the CommunityDirect partner's team name.**

What are the benefits of being a CommunityDirect partner?

- CommunityDirect partners raise funds to support their own programs and services.
- Partners will build their individual fundraising capacity and individual donor base.
- Through partnership with AFC, CommunityDirect partners will garner increased exposure in the community.
- CommunityDirect partners are listed on the AIDS Run & Walk Chicago Website.
- Additional agency exposure may include dedicated posts on social media, stories on AFC's blog and other public relations materials.

What Criteria must my organization meet to apply for the CommunityDirect Program?

To become a CommunityDirect beneficiary of AIDS Run & Walk Chicago, an organization must:

1. Be a bona fide HIV/AIDS organization (determined by core mission, HIV grants and other HIV services.)
2. Be a member of AFC's Service Providers Council in good standing.
3. Attend the Virtual CommunityDirect Orientation on Wednesday, June 10th, 2026, 3:00-4:00 PM.
4. **Submit a completed application to Simone Koehlinger**, Senior Vice President of Programs, at skoehlinger@aidschicago.org, and **CC Michael Keating**, Sr. Manager of Development Strategy and Communications, at mkeating@aidschicago.org.

A completed application includes:

1. A "CommunityDirect Application Form" with complete information
2. A copy of the organization's 501(c)3 letter
3. A copy of the organization's 990 or most recent audited statement
4. A copy of the organization's most recent HIV/AIDS budget

Selection by the AIDS Foundation Chicago Grant making Committee will be based on:

1. A timely and complete application.
 - a. Applications will be reviewed on a first-come, first served basis.
2. Equitable access for agencies with HIV/AIDS budgets of all sizes.
3. Geographical equity.
4. Demonstrated capacity and motivation to meet or exceed minimum fundraising requirements.
5. If applicable, history and past performance as an AIDS Run & Walk Chicago CommunityDirect team.

CommunityDirect Partner Expectations:

1. CommunityDirect partners appoint a diligent Team Captain to act as a liaison between AFC and the partner agency. All pertinent communication will be channeled through the Team Captain.
2. CommunityDirect teams must commit to rally individual participant and fundraising support to fulfill their commitments as official CommunityDirect partners. Fundraising and participation minimums are tiered based on the size of the agency (as determined by HIV/AIDS budget):

HIV/AIDS Budget	Fundraising Minimum	Participation Minimum
\$0 - \$499,999	\$1,000	10
\$500,000 - \$749,999	\$5,000	20
\$750,000+	\$10,000	30

3. CommunityDirect partners that annually meeting fundraising and participant requirements have guaranteed status in the program for the following year.
4. Failure to meet minimum requirements will effectively end an organization’s status as a CommunityDirect partner. Groups dropped from the program may reapply in the following year.
5. CommunityDirect partners commit to provide space, volunteers and other forms of support to assist in the production of the AIDS Run & Walk Chicago.
6. CommunityDirect partners agree to promote AIDS Run & Walk Chicago via internal and external communication channels.

Funds Disbursement Terms & Conditions:

1. 90% of all funds raised* by each CommunityDirect team will be returned directly to the partner agency. The remaining 10% of funds raised will be retained by AFC to cover costs associated with donation processing, administration, and event production.
2. Teams meeting participation minimums AND surpassing fundraising minimums by 10% or more will receive 92% of all funds raised.
3. Registration fees are not counted toward fundraising totals.
4. **All funds to be considered for disbursement to the partner agency must be received by Friday, November 13, 2026.** This includes matching gifts.
 - a. All funds received after that date may be added to your team’s fundraising totals the following year.

5. **Affiliate and corporate contributions: 50% of affiliate/corporate donations made to a CommunityDirect Partner will be returned to the partner during disbursement.** 50% of donations of this type will count toward the fundraising minimum (matching gift donations are excluded from this category). These rules exist to incentivize agencies to nurture individual giving. Restrictions on affiliate and corporate gifts also promote fairness among CommunityDirect partners.
6. **All donations submitted in check form must be written to the order of “AIDS Run & Walk Chicago” or “AIDS Foundation Chicago”.** These donations must be accompanied by an offline donation form. Checks written to the order of the CommunityDirect team will be returned to the organization and will not count toward the total funds raised.
7. Any donation made to AIDS Run & Walk Chicago and/or to AFC directly from the CommunityDirect partner agency must be accompanied by the offline donation form AND a statement of fundraising activity. Checks unaccompanied by these two forms will not count toward the total funds raised for the partner agency.
 - a. Donations to your AIDS Run & Walk team should be made directly to AFC.
 - b. Funds filtered through the partner agency will not be counted toward total funds raised.
 - c. CommunityDirect partners may not use general operating dollars to help meet their fundraising minimums.
8. In compliance with the set program expectations, each CommunityDirect partner will be asked to help spread awareness of AIDS Run & Walk Chicago by hanging promotional posters in the neighborhood in which the agency operates.
9. All CommunityDirect partners will receive a disbursement Chicago in February 2027, pending receipt of all required information. An itemized donation statement is available upon request.
10. AFC’s privacy policy prevents AFC from sharing the personal/contact information of donors to your team.
11. CommunityDirect partners may be subject to other fundraising deadlines and conditions not yet determined.

Processing Donations for CommunityDirect Teams

1. Any multiples of cash gifts (paper money) less than \$100 collectively submitted to AFC will be noted on the participant’s fundraising page as one total cash sum. No coins accepted.
2. Due heavy volume, the processing of offline donations may take up to 4 business days.
3. The processing of transactions occurring on Meta (particularly transactions without an affiliated integrated Meta fundraiser) may take several months.

Registration Process

1. Registration for AIDS Run & Walk Chicago open Monday, May 18th at aidsrunwalk.org
 - a. CommunityDirect Team Captains are responsible for registering their teams
 - b. CommunityDirect teams must indicate their organization’s name in their team’s name.
2. Registration Options

- a. **Before Friday, Sept 25th:** Stay-at-Home Supporter - \$10; 5K Walk/Roll - \$30; 5K Run and 10K Run - \$40
- b. **Race Day Registration:** 5K Walk/Roll, 5K Run, and 10K Run - \$50

*Total Funds raised will be determined based on AIDS Run & Walk Chicago's Fund Disbursement Terms & Conditions.