



**TCS**  
**WORLD 10K**  
**BENGALURU**  
TATA CONSULTANCY SERVICES



Philanthropy Partner

**India Cares™**  
Foundation



Connect to a Cause · Engage to make a Difference · Transform Lives

**#BecauseYouCare**

**CORPORATE CARES TEAM**

Registration

# Corporate Cares Team

## Employee Engagement, Supporting a Cause, having Fun!

The **CORPORATE CARES** category is a perfect opportunity to merge the CSR, HR and Marketing objectives of the company through TCS World 10K Bengaluru 2019.

Companies can choose from any of the Civil Society Organisations - CSOs (NGOs) listed with India Cares for the Event, donate a pre-determined non refundable amount and get confirmed entries for the set number of employees by paying the run registration fees chosen by the team members.

If the company's preferred CSO is not registered with India Cares Foundation, India Cares Foundation will assist the CSO in completing its registration formalities and thereby stand to benefit through its association with the Event.

At TCS World 10K Bengaluru 2019, companies can choose to field Corporate Cares teams of following team strengths:

Category	Amount to be Contributed*	Field up-to
Corporate Cares Team 40	Rs 3,50,000/-	40 Individuals
Corporate Cares Team 25	Rs 2,50,000/-	25 Individuals
Corporate Cares Team 12	Rs 1,50,000/-	12 Individuals

\*The amounts above do not include the applicable event entry fees for individual team members. This needs to be paid additionally depending upon the race category chosen by individual team members.

India Cares gets 10% of the donated amount to the CSO as mentioned above as a donation for the support provided to the participating CSO and the Company.

### Privileges for Corporate Cares teams:

- ❑ Regular pre-race day communication from India Cares Foundation.
- ❑ Meetings with team leaders to give Event updates, pledge raising tips, standardized presentations which they can use to motivate their team members.
- ❑ Acknowledgement on India Cares Foundation's website.
- ❑ **Companies who complete the process of registering, making donations and run registration payments by 25th April 2019 will have their name printed on their Team's running bibs (only Majja Run bibs).**
- ❑ Team members participating in the Majja Run race category will be hosted in a special Corporate Cares holding area at the event venue on race day.
- ❑ **Visibility for company and supporting CSO within the Corporate Cares holding area.**
- ❑ **Corporate Cares Teams raising Rs 2.50 lakh and more for their chose CSO will have a banner on the race route too.**
- ❑ MD or CEO of top 2 contributing companies of TCS W10K 2018 will be hosted at the Grand Stand on race day to cheer their participating team.
- ❑ Companies contributing ₹ 10 lakh and above in 2019 edition get a VIP Marquee invite and car parking for 2 members of their top management team.
- ❑ Race day photographs for top 2 fund raising members in a Corporate Cares team (*where captured by event's official photographers, [www.marathon-photos.com](http://www.marathon-photos.com)*). To be eligible for this, the team member must have raised a minimum of ₹ 25,000 for his/her chosen cause and such funds must have been submitted and reported to India Cares Foundation on or before 30<sup>th</sup> April 2019.
- ❑ Team acknowledgement in the docket published post race day.
- ❑ Invitation to 2 representatives, for the post Event function, to company's top management whose employees have raised a minimum of ₹ 1,00,000 funds through the TCS W10K 2019.



## **REGISTRATION PROCESS FOR CORPORATE CARES**

- ✓ Fill the Corporate Cares registration form
- ✓ Choose the CSO/s the team wishes to support. List visible at <http://icfn.in>
- ✓ Issue a cheque of upfront contribution of Rs 1,50,000; Rs 2,50,000 or Rs 3,50,000 as the case may be, drawn in favour of the chosen CSO or India Cares Foundation. (India Cares will disburse to the chosen CSO/ NGO)
- ✓ Mail the soft copy of this filled form to [meena@icfn.in](mailto:meena@icfn.in) & send the cheque to the CSO or India Cares Foundation.
- ✓ India Cares will share the online link for the team members to complete their run registration which the HR SPOC has to approve
- ✓ **The company has to submit a separate cheque in favour of "Procam International Pvt Ltd"\*\*\* for the event participation fee of its team members. This will be one single cheque, consolidating entry fees of all team members, depending upon the race category chosen by each member.**
- ✓ **Final submission of the runners registrations have to be done no later than 20<sup>th</sup> April 2019.**

### **Run Registration Process for Corporate Cares Team:**

- The Key Facilitator will be the one point contact for India Cares to coordinate for this event's information and activities.
- Registration of individual team members will commence from 25<sup>th</sup> March 2019 and close on 20<sup>th</sup> April 2019 through a link sent by India Cares. The Company SPOC will get two links from India Cares
  - One is for the SPOC to send to all employees – to complete their individual registrations.
  - Second is for the SPOC to approve of the registered team members
- Once the team is submitted (on or before 20 April'19) an invoice will be sent to the SPOC for the run registration fee payment to Procam International Pvt. Ltd, on or before 10<sup>th</sup> May 2019 for the release of the running bibs to the runners.

**\*\* Note:** NO Bibs will be handed over to the Corporate Cares team if complete Payment of Run registration fees have not been cleared at Procam International's end.

### **Important Points for acceptance of runner's registration:**

- All mandatory fields in the form need to be filled
- Once the registrations are submitted to India Cares, no changes will be entertained.
- All Open 10K runners will be required to collect their running numbers personally or authorize an individual to collect the running number on their behalf, from the Get Active Expo.
- The employees of a Corporate Cares team can download a fundraising guide from the philanthropy partner's website [www.icfn.in](http://www.icfn.in) to raise funds any participating CSOs/ NGOs

### **EVENT ENTRY FEES : TBA by 10<sup>th</sup> February**

<b>Race Categories</b>	<b>Application Fee*</b>	<b>Overseas Applicant</b>
Open 10K Run		
Majja Run		
Senior Citizens' Run		
Champions with Disability		

*\* Application fee is Inclusive of GST & there is no TDS on the amount*

# Corporate Cares Registration Form



## Company Details:

Category	Rs in lakh	No. of Team/s	Total Amt donated Rs.	India Cares will receive 10%, of this amount and the balance is for the CSO
Team 12	1.50			
Team 25	2.50			
Team 40	3.50			
Company Name				
Address for Run Registration Invoice				
GST Number for Run Registration fee invoice				
Primary Contact				
Email Id				
Mobile Number				
Your chosen CSO*				

\*Choose a CSO from the list of participating charities on <http://icfn.in/tcsworld10k/>

## Terms and Conditions:

- All terms and conditions that apply to a runner's participation in the TCS World 10k Bengaluru 2019, as indicated in the run application form for the event, shall apply to each participant from your company.
- Terms and conditions governing various aspects of the Corporate Cares category shall apply as stated on each service/ product provided.
- Your company will:
  - Make an up-front, non-refundable contribution as described under Payment Details
  - If the total amount is made out to India Cares Foundation, you will get an 80G receipt from us for the same.
  - A separate cheque for Runners registrations - applicable entry fees will be given by you in favour of "Procam International Pvt Ltd".

- Your company SPC will send us the details of the payment made for the runners registration without fail
- All contributions to the chosen cause has to be made before 15 May 2019 and details shared with India Cares
- Companies may register as many teams as they like, by paying for each team in Corporate Cares registration in support of any participating CSO.

We have read through and understood the terms and conditions governing our participation in the Corporate Cares program of the TCS World 10K Bengaluru 2019 and we agree to abide by them.

<b>For (Company Name)</b>	
<b>Authorised Signatory Name</b>	
<b>Signature</b>	
<b>Date</b>	

Soft copy of this Form filled along with contribution cheque should reach India Cares office.



**India Cares Foundation**

M-Z House, 1st Floor, 65/E, Millers Road, Near Post Office, Bengaluru 560046.

Call: 080-23335715; Email: [meena@icfn.in](mailto:meena@icfn.in)

## FREQUENTLY ASKED QUESTIONS

<p><b>1. What does my company need to do in order to register for Corporate Cares?</b> In order to register for Corporate Cares you must send the following to India Cares:</p> <ul style="list-style-type: none"> <li>✓ The completed Corporate Cares Registration Form signed by an authorised signatory from your company.</li> <li>✓ The donation cheque as per team size made out to your chosen CSO or 'India Cares Foundation.' Receipt will be given by those whose name the cheque is made out to</li> </ul>	<p><b>6. What recognition will my company receive for participating as Corporate Cares Team?</b> Your company will get special mention in all relevant reports related to the Run, a special page on India Cares website if details are provided. Your team will have a special holding area on race day for the Majja Run category. During Get Active Expo for Bib Collection Visibility for company; supporting CSO and Company name within the Corporate Cares holding area and at a designated section on the race route as decided by the event Promoter Procam International.</p>
<p><b>2. Which CSOs are eligible to receive funds through the Corporate Cares programme?</b> Only CSOs registered as 'Participating CSOs' with India Cares are eligible to receive funds through the Corporate Cares programme. Please refer to the 'Participating CSOs' list available at <a href="http://icfn.in/tcsworld10k/">http://icfn.in/tcsworld10k/</a> You can connect any CSO to India Cares to get their participation if their want to.</p>	<p><b>7. How can I get my employees excited about participating in the event?</b> India Cares is happy to come and do a one hour training session for your employees. We can also provide motivational tools such as a short video for your use upon request. Finally, we suggest that you connect with the CSO participant that you have chosen - they may be able to provide you with additional information about how your support will impact their work which can also serve as a motivational tool.</p>
<p><b>3. How do I register the employees running in my Corporate Cares team?</b> India Cares will guide you once you confirm participation. All employees have to fill up run registrations forms individual through an online link</p>	<p><b>8. Can we carry/display branded material at the event?</b> Yes. Your employees are welcome to wear company T-shirts and carry signs and banners celebrating your company's participation. You may also want to encourage the team to connect with your chosen CSO on this and wear costumes that reflect the CSO cause.</p>
<p><b>4. How many employees can run as part of our corporate team?</b> Depending on the number of employees choosing to run, your company is welcome to enter as many teams as you would like as part of Corporate Cares Team, at the donation set per team for any CSO</p>	<p><b>11. Can employees raise funds too?</b> Absolutely! They can take a Fundraising guide from India Cares, with tips on raising funds, submit details of their collected funds. For either the same CSO the company supports or for any participating CSO of their choice.</p>
<p><b>5. Can more employees participate in the run apart from the numbers in the Corporate Cares team?</b> Yes, they definitely can. The employees in your Corporate Cares team are guaranteed participation. Thereafter, participation will be on First Come First Served basis subject to availability and applicants will have to register directly with Procam as per the process given in the Entry Form.</p>	<p><b>10. What are CSO Awards :</b> The following awards of recognition will be given at the post event Press Conference which will be held 6-8 weeks after the Run:</p> <ul style="list-style-type: none"> <li>• Highest Contributing Corporate in Corporate Cares Category.</li> <li>• Second highest Contributing Corporate in Corporate Cares Category.</li> <li>• Highest Corporate Cares Team Fund Raising.</li> <li>• Highest fundraiser individual from a Corporate Cares Team (raising minimum Rs 1,00,000/-)</li> </ul>