



RELAY FOR LIFE of the Windham Area

10 Steps to Success for Team Captains

- Step One:** Obtain a team captain's packet.
- Step Two:** Recruit 8-12 or more team members. Assign a co-captain.
- Step Three:** Obtain confirmation (and registration fee of \$10 each) from each team member and select a team name. Consider creating your team online at the online website. Share this information with your team.
- Step Four:** Turn in Team Registration - commitment fee including the team form & participant forms for each member with complete addresses. Distribute the following while obtaining registration information:
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|---------------------------------|--------------------|--------------------|
| Survivor information | Luminaria forms | Donation Envelopes |
| Instructions for online website | Fund-raising ideas | Track Sign Forms |
- Step Five:** Communicate information on cancer awareness activities, use of online website, entertainment and other points of interest. Share the latest Walk Talk newsletter. Use the Walk Talk and your online webpage to publicize news of your team events, fundraisers and other information.
- Step Six:** Hold team meetings to maintain communication with your team about Relay logistics and updates/information.
- Step Seven:** Delegate responsibilities to team members or a co-captain for logistics at the event. For example:
- Who will bring the tent? Coolers? Food? Beverages? (Alcohol-free!)
 - Assign a time for each member to walk the track.
 - Who will set up the tent at the event with decorations for the theme?
 - Who will gather/bring costumes for the theme of the team and for the parade?
 - Who will break down the tent after the event?
- Step Eight:** Communicate to team members what to expect both now and when they arrive event day.
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|--------------------------------------|------------------------|--------------------|
| <i>Name of team and team captain</i> | Registration process | Parking |
| Tent location and map if available | Restrooms | Rules of the event |
| Walking schedule for Relay | Schedule of activities | |
- Step Nine:** Set a team fundraising goal, and work together if possible on fund-raising ideas. Determine when the team captain will collect the money to hand in at Bank Night.
- Encourage your team members to have collected at least \$125 in donations. Encourage them to use the online website to raise funds. Those who sign up online don't have to fill out a paper form.
 - Make sure all pledges have been turned in. Have all change converted to cash or check.
 - Make sure the amount of donations indicated on the outside of the participant envelope matches what is inside the envelope.
 - You or your designee should turn in monies collected to date at Bank Nights
 - Make sure team member's name and complete address with team name is on the envelope.
- Step Ten:** Attend as many of the Relay For Life scheduled team meetings as possible. Invite team members to go with you or go in your place of you can't attend! Stay positive, enthusiastic and "Get ready to Relay!"