

**The American Cancer Society's
Relay For Life of the
Windham Area
Oct. 18 & 19, 2008
Eastern CT State University Sports Complex
83 Windham Street, Willimantic, CT**

FORM FACTS

What to fill out, where & when to hand it in!

Please take the time to fill out all forms completely, accurately, and legibly!

TEAM REGISTRATION FORM

- Please use the scannable forms or sign up your team online at <http://events.cancer.org/rflctwindham>
We need you to follow specific directions in filling them out. You must use black ink. No other ink color will scan. Please do not write anywhere else on the form. Please stay in the squares. Please do not cross out or erase. Use capital letters. Remember, we can only credit you accurately if you register accurately.
- You will need to fill out the team registration form with information on your team.
- Each individual on your team, including the team captain, will have to fill out a singular participant registration form. Forms should be turned in at one of the first team meetings with a registration fee of \$10 per person. It is suggested that you collect the information for your team members and fill out the forms yourself to assure that they are filled out correctly. You can sign the bottom for your team members as long as they have been informed. Sign it "For" and the person's name. Complete instructions and sample completed forms have been included.
- For info: Shannon Stahecki – direct line – 885-6307, toll free - 800-270-9199, press 3 at the voice mail prompt

T-SHIRT ORDER FORM & SUMMARY

- Cross check to your team registration forms, so all numbers and registration fees add up (For example, if you have fifteen people on your team, you should have 15 t-shirt orders and turn in \$150 in registration money.) T-Shirt order deadline is TBD. Once order form is complete, transfer all totals to T-Shirt Order Summary and turn in at team meeting on or before date TBD.
- For info, Val LeMasurier (860-456-2558).

LUMINARY FORM – Please keep these forms and money collected from luminaria sales in a separate envelope. These funds must be kept separate from your general fund-raising! Luminarias may be purchased for a donation in any amount.

- Fill out team name if your team is to receive credit for luminary sale.
- Checks should be made out to: THE AMERICAN CANCER SOCIETY. In the memo, please write, "Windham Luminaria"
- Make sure luminary names are printed legibly! This is very important!
- Turn in at any team meeting or mail to: Relay For Life of the Windham Area, American Cancer Society, 106 Rte. 32, Franklin, 06254-1800
- For info: Gail Royer - 860-546-6388 or Shannon Stahecki – 800-270-9199, press 3 at the voice mail prompt, direct line 860-885-6307

FORM FACTS - Continued

SURVIVOR REGISTRATION FORM

- All survivors will need to register on line at the online fundraising website <http://events.cancer.org/rflctwindham>. A letter with instructions to hand out to survivors is included in your packet. Please feel free to make copies. If someone doesn't have access to a computer you can get their information and register them online your self or you can have them call Joyce Burdick and she will collect the data (number below). Survivors can also opt to fill out the Survivor registration form which is the same form as the Participant Registration form for this year. Please circle survivor on the top if they aren't a team member.
- Turn in at any team meeting, or mail locally to Survivorship Chair, Relay For Life of the Windham Area, American Cancer Society, 106 Rte. 32, Franklin, 06254-1800
- For info, call Joyce Burdick – 860-423-8839(h) email – joyceburdick@aol.com, or Shannon Stahecki – Direct line – 885-6307, toll free – 800-270-9199, press 3 at the voice mail prompt.

TRACK SPONSOR FORM – Track signs are \$150.00 each

- Be sure to fill out completely. **Track Sign deadline is Oct. 10 (subject to change).**
- Fill out team name if you want your team to receive credit for track sign sale.
- Please note that only the business name or individual's name will appear on the track sign. We do not accept logos or addresses.
- Checks should be made out to: THE AMERICAN CANCER SOCIETY. In the memo, please write "Windham Area Track Sponsor"
- Turn in at any team meeting, or mail to:
Relay For Life of the Windham Area
American Cancer Society
106 Rte. 32
Franklin, 06254-1800
- For info, Leslie Pendleton – 860-908-4928 (C) or glnpendleton@aol.com.

DONATION ENVELOPE

- Please fill top part out completely. **READ WAIVER, AND BE SURE TO SIGN AND DATE FORM. PARENT MUST SIGN FORM IF PARTICIPANT IS UNDER AGE 18.**
- Please be sure to list team name so your team gets credit for all funds raised. It is recommended to put your team name on the envelopes before distribution to team members.
- Fill out sponsor information, note amount given, place in envelope. **BE SURE TO THANK YOUR SPONSORS AND INVITE THEM TO ATTEND RELAY!**
- Have checks made out to: THE AMERICAN CANCER SOCIETY. In the memo, please write "Windham Area Relay/and your team name." Including your team name is important so your team receives proper credit.
- **Please have all change converted to cash. Please convert cash to checks wherever possible.**
- For info, Shannon Stahecki – direct line 885-6307, toll free - 800-270-9199, press 3 at the voice mail prompt

TEAM CAPTAIN'S ENVELOPE & CHECKLIST

- Read the instructions on the front of the large team captain's envelope. Follow them! It's really easy!
- Carefully track your team member's information and continue to update the envelope throughout the Relay season. Turn in the contents of the envelope at any team meeting. Hold on to the envelope till next year to use as a resource for member recruiting and fundraising.
- For info, Chris Lataille-Santiago at poohgirl1675@yahoo.com.

**IF YOU'RE NOT SURE WHAT TO DO OR HAVE ADDITIONAL QUESTIONS,
PLEASE ASK A COMMITTEE MEMBER FOR ASSISTANCE. WE ARE HERE TO HELP YOU!**

The chairs and section leaders are always available for questions as well.

For downloadable forms: www.windhamrelayforlife.org