

About Relay For Life

Thank you for your interest in Relay For Life!

We could not do what we do without dedicated Team Captains like you. As a Team Captain, you will serve as a link between your local Relay For Life planning committee and your team members. You create power in numbers by motivating friends, family members, coworkers and others to participate in Relay, either as a team member or supporting you with a donation. You will make a difference in the fight against cancer and a meaningful impact for those facing the disease. And, being a Team Captain is easy and fun! Thanks to you and your team members efforts you will help cancer survivors celebrate another birthday this year — “Happy Birthday” is a victory song, because a world with less cancer is a world with more birthdays. Together, we are making progress to help people stay well, get well, to find cures and fight back against this disease. And being a Team Captain is easy and fun!

This kit will help you ...

- Answer questions about the event
- Speak knowingly about the American Cancer Society
- Learn about our online tool that makes team recruitment and fund raising easy and effective
- Start gathering support to help eliminate cancer as a life-threatening disease



What is Relay For Life?

An Opportunity for Everyone — Relay For Life is a family-oriented community gathering where everyone can participate in the fight against cancer. Teams of people camp out at a local high school, park, or fairground and take turns walking or running around a track or path. Each team is asked to have a representative on the track at all times during the event – because cancer never sleeps. Relay For Life is an overnight event, up to 24 hours in length. Relay For Life brings together millions of people to raise money to help prevent cancer, save lives, and diminish suffering from the disease. While you’re raising much needed funds, you’ll also be raising awareness of cancer prevention, early detection, treatment, and patient support. Relay brings people together from all walks of life with the common goal of eliminating cancer. No matter who you are, there’s a place for you at Relay.

A Chance to Celebrate — All Survivors (anyone who has faced a cancer diagnosis) are invited to join us as our honorary guests in the Survivors Lap Celebration, which opens the Relay For Life. Their strength and courage help the community see that cancer survivorship is real and celebrate the fact that we are making progress in the battle against cancer.

A Chance to Remember — When the sun goes down, hundreds of luminaria light the way under the stars to remember those who have faced cancer – those we’ve lost, those still fighting, and those who have fought cancer and won. This ceremony of light symbolizes the hope and perseverance with which we all continue to fight, and helps us remember why we Relay.

A Chance to Fight Back — Every dollar you collect, every person you tell, and every step you take helps in the fight against cancer. At Relay, there are other opportunities to fight back too...opportunities to learn about cancer prevention, pledge to get healthy or quit smoking, share your story with your legislators, and get involved as a volunteer. Take this chance to make a difference!

Relay For Life is an alcohol and tobacco free event.

10 Steps to a Winning Team Checklist

Becoming a Relay For Life Team Captain is a one-of-a-kind experience. The unique combination of fun with the fulfillment of fighting cancer cannot be found in any other fund-raising event. As a Relayer, you are part of a powerful nationwide movement working to increase cancer awareness and raise funds to fight cancer. The following tips will help you mobilize a successful team.

1. Aim High

Set ambitious goals for fund raising to fight cancer! Each person on your team should raise at least \$100 to fight cancer, but many teams raise \$5,000 or more. And if you're really competitive, the top teams in the Mid-South raise over \$50,000!

2. Honor a Survivor

Odds are you know someone who is living with cancer. Encourage survivors to be on your team and then Relay in their honor. Relay For Life is about eliminating this disease, but it is also a chance to recognize and support those who have been affected.

3. Get Informed

Be sure to attend your event's team meetings and Team Captain University. This is where you will get tons of important information, the answers to your questions, make new friends, and learn ways to become a Team Captain Extraordinaire! Make sure you visit relayforlife.org for tips and e-learning tools.

4. Build Your Team

An average team is 8-15 friends, family members or coworkers who come together to fight cancer by your side. Make sure you get them registered and be sure to choose a team name and theme... be creative and fun with it!

5. Point and Click

The easiest and most effective way to register and raise money and awareness for Relay For Life is online. Find your Relay's website by entering your zip code at relayforlife.org and get registered today!

6. Have Fun Fund Raising!

Have fun planning team fund-raising events with your team members like bake sales, spaghetti dinners, or yard sales to raise money to fight cancer. And don't forget to send letters or emails to your friends and family sharing why you are fighting cancer too. It's a blast to see the dollars roll in. You are making a difference and creating more birthdays!

7. Spread the Word

Talk to everyone you know about Relay...you never know who has been touched by cancer and may want to support you with a donation, join your team, or even start a team of their own. Not to mention that it increases cancer awareness, which is the first step in cancer prevention. Word of mouth through our amazing volunteers is our best publicity, and every person counts!

8. Get Ready to Relay!

Collect last minute donations, organize your team's walking schedule, finalize your campsite activities and decorations, turn in your money at Bank Night, collect your team t-shirts, and prepare to have an overnight experience you'll never forget! Turn in your money at Team Captains meetings throughout the year.

9. Walk the Walk

Have a blast at Relay! Don't miss the celebration of survivors at the Opening Ceremony, the chance to remember all those who have fought cancer in the moving Luminaria Ceremony, and the opportunity to fight back against cancer by pledging to get screened and take action — saving lives and creating a world with more birthdays!

10. Express Your Thanks

Be sure to thank all of your team members and donors for their support and share your success and your experiences at the Relay. This is a very important step in successful fund raising to fight cancer.

Celebrate.

Remember.

Fight Back.

5 Things Everyone Should Know About Relay

Encourage everyone you know to support your Relay team by sharing the following information:

Relay For Life fights cancer on all fronts.

The dollars you collect through Relay For Life go a long way. Donations help the American Cancer Society fight cancer by fueling ground-breaking cancer research, providing up-to-date prevention and early detection information, advocating for cancer issues at state and federal levels, and improving the quality of life for cancer patients and their families.



Relay For Life is noncompetitive – anyone can participate

Relay For Life is an overnight event, but the beauty of a Relay is that no one person needs to walk the whole time – men, women and children of all ages are encouraged to participate. Team members take turns walking during the entire event because cancer never sleeps. We do encourage team members to get rest throughout the night but still make sure you have someone on the track at all times.



Registration is simple

All you need to do to get started is visit relayforlife.org and enter your zip code to find your local Relay For Life event. Then start your team or join an existing team online to register and begin using your personal fund-raising page to send emails to your friends and family. Offline paper registration options are also available through your local Relay For Life planning committee.



Every dollar makes a difference

Every dollar you raise brings the American Cancer Society one step closer to defeating cancer. Ask friends, family, neighbors, coworkers, and businesses for support. From \$5 to \$500, every donation makes a difference. Even if you have team members who can't attend the Relay, they can still raise money online or mail donations to your local Society office. Visit cancer.org for cancer information and relayforlife.org for fund-raising support and Relay information.



Relaying creates lasting memories.

Nothing can describe the camaraderie and spirit created around the track at your Relay For Life event, walking alongside others who share your passion for defeating cancer. More than 11 million Americans who have survived cancer — and countless others who have avoided it — will celebrate a Birthday this year, thanks to the progress we're making together to help people stay well, get well, to find cures and fight back against this disease at Relay. Knowing that your team helped survivors celebrate another birthday inspires lasting emotions and pride.

Four Ways to Fund Raise!

Individual Fund Raising

Make a List and Check it twice!

Make a list of potential donors. Include everyone you know and send them each a letter or an email using your Relay Online website. Start by making a donation yourself and ask others to match it.

- Send a Letter to your family, friends, doctor, dentist, hair stylist etc
- Have your children and/or spouse write letters to their friends
- Have your pet write a letter to your neighbors pets
- Carry your Relay envelope/money bag everywhere you go

Ask Everyday!

Ask one person each day to

- Send letters to your Christmas card list

Team Fund Raising

MAKE IT FUN!

- Wash Cars- have your car wash at Wal-Mart and ask them to match your fund-raising efforts
- Casual for a cure- Ask your company CEO to let staff dress casual or wear denim to work for a donation to your Relay team (ask your Staff partner about I dressed down for Relay Stickers to wear for this fund raiser)
- Handy Man for a Day
 - Offer basic handy man services for an hourly fee
 - Assemble toys during Christmas for a fee
 - Wrap presents in the mall for donations
- Cutest Baby / or Pet Contest- advertise to friends and family to submit baby photos and let people vote on them by paying money to cast a vote- baby with the most donations is the winner (you could make the top 12 babies/pets into a calendar)
- Community wide Yard Sale- Invite several Relay teams to join you in having one large yard sale.

Online Fund Raising

- Start your team
- Encourage your participants to register online
- Personalize your team's webpage with photos and stories
- Send emails encouraging everyone you know to join your



team or support you with a donation

- Use Social networking sites like Facebook, Twitter etc...to get people to go to your webpage and donate
- Collect donations using your secure personalized website
- Send weekly emails to keep team members motivated

Onsite Fund Raising

- Food
 - Hot Fudge Cakes
 - Funnel Cakes
 - Fruit Kabobs
 - Chicken on a stick
- Games
 - Video Games – Set up a television along with video games at your campsite
 - Silent Auction- have a silent auction at your campsite
 - Putting for a cure- Set up a putt-putt golf course around your campsite
 - Jail –N-Bail – have a jail set up and arrest participants for donations/ If you are a youth team you could have a Time Out Corner/ make people sit in time out and ask for donations

For more fund-raising ideas make sure you attend Team Captains meeting or visit relayforlife.org.

Raising Support is Easy!

The number one reason people don't donate is because they were never asked. Fighting cancer is a cause that is easy to rally around – and one that many people will gladly support. The first step is asking! Below are a few suggestions to get your fund-raising efforts started.

Make a list and check it twice.

Make a list of potential donors. Include everyone you know and send them each a letter or an email using your Relay Online website. Start by making a donation yourself and ask others to match it!

Ask every day.

Ask one person each day to make a contribution. If you get five \$20 gifts, you'll have raised \$100 in less than a week! Don't be afraid to ask people to support your efforts to fight cancer. Cancer is an issue that affects us all, and most people are happy to donate – even in tough economic times. Don't assume that the answer is no...give everyone the opportunity to fight back against cancer by making a tax deductible donation.

Honor someone.

Encourage a cancer survivor to walk on your team. Let everyone know your team is walking in his or her honor. A real life story makes your fund raising personal.

Talk it up.

Ask for a few minutes on the agenda of any meetings you'll be attending. Explain why you are participating in the Relay and ask for everyone's support. If you're dedicating your efforts to someone who has had cancer, tell that person's story.

Try fun and games.

Plan fun activities as a team. Think about what you and your friends do for fun and host an event for your friends to raise money for your team. Successful examples include bike rides, neighborhood parties, scrapbooking crops, and more! Several teams are now doing For Life events (Bark For Life, Trot For Life etc.). To find out more about For Life events check out relayforlife.org. This is your chance to get creative as a team!

Email, email, email.

Send an email to friends, family members, coworkers, and

others asking for their support. Let them know if you're walking in honor of someone and explain why the cause is important to you. A personal, heartfelt message will get the best response. Use your official Relay Online website to send emails and track your progress.

Leave a message.

Change the message on your voicemail to include a mention of Relay and how callers can make a donation. Then, when you call friends back, ask them to support your efforts. You could also add a line to your email signature or add a "P.S." when emailing friends and family.

Do it at Relay.

Onsite fund raising at your campsite is great "icing on the cake" for your team and helps create a fun, carnival type atmosphere at the event. Activities like face painting, video game tournaments, and karaoke are great for a little extra toward your team total, and are a blast at Relay!

Thank you!

Don't forget to say thank you to your donors, friends, family that support you and your team efforts. One way to recognize your team members is through our incentive prize program- Team participants that are eligible for incentive prizes will receive a certificate so that they can go online and order a incentive prize and it will ship directly to the team member.



Reasons to **Support** the American Cancer Society

Only with your dedication and fund-raising efforts can the American Cancer Society continue to make progress toward a future without cancer. Make sure your team members and donors understand how important their contributions are by sharing how their support is making a difference.

Stay Well:

The American Cancer Society helps you take steps to help prevent cancer or find it at its earliest, most treatable stages.

- What you eat and drink, how active you are, lifestyle behaviors, where you work... all these factors can affect your risk for cancer. We can help you find out more about these risks and what you can do to reduce them.
- Quitting smoking is not easy, but it can be done. To have the best chance of quitting successfully, know what you're up against, what your options are, and where to go for help.
- If you can't prevent cancer, the next best thing you can do to protect your health is to detect it early. Getting regular check-ups is the best way to do this.
- Take the Health Check, a five-minute online test, to find out which cancer screening tests are right for you based on your age, gender, and family history.

Get Well:

The American Cancer Society is here for you to guide you through a cancer diagnosis and help you make decisions. We offer programs and services to help cancer patients and their families.

- Visit cancer.org to learn about cancer, get help making treatment decisions, and understand the effects of treatment, find treatment centers and doctors, cope with side effects, and talk with others.
- We have Cancer Information Specialists ready to talk with you anytime, day or night when you call 1-800-227-2345.
- The American Cancer Society offers programs and services that give support to cancer patients, survivors, and loved ones, such as:
 - **Hope Lodge** - Hope Lodges provide a free home away from home for cancer patients and a caregiver who live far from a treatment center. Facilities are located in: Lexington, KY, Nashville, TN, Birmingham, AL, New Orleans, LA and opening soon in Memphis, TN
 - **Reach to Recovery** - Trained volunteers support and comfort patients before, during, and after breast cancer treatment.
 - **Look Good...Feel Better** - A free service for women with cancer that teaches beauty techniques to help enhance appearance and self-image during treatment.
 - **Man to Man** - ACS helps men and their families cope

with prostate cancer by providing patient education, support to patients and family members, and awareness of prostate cancer as a major health concern for all men.

- **Road to Recovery** - In some communities provides rides to and from treatment for people with cancer who do not have a ride or unable to drive themselves.

Finding Cures:

The American Cancer Society funds and conducts research that helps us understand cancer's causes, determine how best to prevent it, and discover new ways to cure it. As the largest private funder of cancer research, we've played a role in many major cancer breakthroughs.

- Learn about our research program, current grants being funded and the impact of our work by visiting cancer.org.
- The American Cancer Society is enrolling adults across the United States in Cancer Prevention Study-3, one of the nation's largest studies to better understand what causes or prevents cancer.
- The Society is proud of the 42 investigators that we supported who went on to win the Nobel Prize, considered the highest accolade any scientist can receive.
- We have played a major role in cancer research breakthroughs including mammography screening, bone marrow transplants, combination chemotherapy for childhood cancers and the development of targeted drugs like Herceptin and Gleevec to treat the disease.

Fighting Back:

The American Cancer Society works with lawmakers to pass laws to help fight cancer and rally communities worldwide to join the fight.

- The American Cancer Society's ACS CAN (their nonpartisan advocacy affiliate) is the nation's leading cancer advocacy organization that is working every day to make cancer issues a national priority.
- Whether it's passing smoke-free laws, increasing funding for cancer research, improving access to quality health care, or inspiring communities to take up the fight, we fight on all fronts, because the lessons we learn from one battlefield can mean victory on another.
- Through community events like Relay For Life, we mobilize the world's largest movement to defeat cancer.

More Ways to Fight Cancer!

Because Relay Team Captains are some of the most dedicated supporters in the fight against cancer, many ask, “What more can I do?”

Join us.

- Get involved in putting on your local Relay For Life event by joining the event committee. Volunteers are needed for many areas, including registration, logistics, survivor, publicity, sponsorship, and especially team recruitment and development. The very best recruiters of new teams are Team Captains themselves because your passion is contagious!
- Use your voice. ACS CAN gives hope and power to everyone who cares about cancer and wants their government to act. Conquering cancer is as much a matter of public policy as scientific discovery. ACS CAN is leading a nationwide grassroots army that advances the cancer community's interests at all levels of government. To join ACS CAN visit acscan.org.
- If you are a breast cancer survivor, get trained as a Reach to Recovery® volunteer to share your experience and provide emotional support to newly diagnosed patients.
- If you are looking for planned giving options, consider contacting the Society for more details regarding opportunities to make a large impact.
- Contact your local Society office about other local volunteer opportunities in your area.
- Payroll Deduction: Ask your Human Resources Department about offering employees an opportunity to make direct contributions from their paycheck to support the American Cancer Society and Relay For Life. It's easy to get started, and your team can get credit for funds raised. Your American Cancer Society staff contact can provide you with more information.
- Matching Gifts: Many companies will match charitable gifts made by their employees. Check with your employer about this possibility.

Protect your health.

Cancer can strike anyone...even those with no family history of the disease. Learn about cancer and take control of your health by following the American Cancer Society's cancer screening guidelines. The Society's complete cancer screening guidelines can be found on cancer.org. Here are some important specific screenings to remember:

- Beginning at age 50, both men and women at average risk for developing colorectal cancer should be screened for colorectal cancer. Use one of the standard screening tests recommended by the Society on cancer.org (including colonoscopy as an option). Talk to your doctor about which test is best for you.
- For women, yearly mammograms are recommended starting at age 40 and continuing for as long as a woman is in good health.
- All women should begin cervical cancer screening about 3 years after they begin having vaginal intercourse, but no later than when they are 21 years old. Screening should be done every year with the regular Pap test or every 2 years using the newer liquid-based Pap test.
- The American Cancer Society recommends that health care providers discuss the potential benefits and limitations of prostate cancer early detection testing with men and offer the PSA blood test and the digital rectal examination annually, beginning at age 50, to men who are at average risk of prostate cancer and who have a life expectancy of at least 10 years. Those men who indicate a preference for testing following this discussion should be tested. Men at high risk of developing prostate cancer (African Americans or men with a close relative diagnosed with prostate cancer before age 65) should have this discussion with their provider beginning at age 45. Men at even higher risk (because they have several close relatives diagnosed with prostate cancer at an early age) should have this discussion with their provider at age 40.

In addition to early detection, making healthy lifestyle choices also plays an important role in reducing your risk of cancer. Be sure to engage in regular physical activity, eat five fruits or vegetables a day, maintain a healthy weight, protect your skin in the sun, limit alcohol intake, and quit smoking.

Why Sponsor Relay For Life?

Increase Credibility in Your Company

Forming a strategic alliance with the American Cancer Society — the largest and most respected voluntary health organization in the United States — will bolster your company's reputation and clarify your commitment to serving your community

Increase Employee Pride and Loyalty

With over 4 million participants in more than 5,000 events across the country, chances are someone from your company is already involved in Relay. Validating their efforts through sponsorship will solidify employee loyalty. In addition, your company's commitment to the health and well-being of others will inspire a sense of pride among your employees and encourage an improved internal image.

Increase Team Building and Boost Morale

Having a Relay Team of employees and their families will build a sense of teamwork and allow employees to build relationships outside the work environment. The challenge of working together to reach a goal and having fun all night at the Relay also plays an important role in boosting employee morale.

The POWER of PURPLE

- The American Cancer Society's Relay For Life is the largest fund-raising event in the nation
- More than 4 million people will participate in one of the over 5,000 Relay For Life events this year.
- One out of every 100 Americans is already a Relay participant
- 74 percent of consumers are likely to support a sponsor associated with a charity like the American Cancer Society
- 98 Percent of Americans are familiar with the American Cancer Society

Increase Positive Customer Awareness

Your company will enjoy positive exposure as volunteers and participants promote the Relay For Life event to their friends and colleagues. Your company's name and logo can appear on a variety of promotional and media materials, depending on your level of sponsorship.

Make an Impression

Target your brand exposure to your desired audience:

- Large Metro areas
- Small Rural communities
- Youth
- Seniors
- Families
- And more!

Relay is the power of a nationwide movement with the personal touch of a local event, right in your community.

Increase Exposure in Your Community

Sponsoring the Relay For Life event is like no other sponsorship. At Relay participants are gathered in one location overnight for as long as 12-24 hours where exposure to sponsor logos, banners, and messages create a lasting impression. The American Cancer Society Relay For Life has united communities for a quarter of century to celebrate people who have battled cancer, remember loved ones lost, and fight back against the disease. Relay For Life and your company supports the American Cancer Society's work to save lives by helping people stay well and get well by finding cures and by fighting back. Together, we're creating a world with less cancer- and more birthdays.

Relay Incentive Prize Programs

Traditional Fundraising Incentives

The Traditional Incentive Program is to award Relay Team Members that individually raise \$175+ for their Relay! Prizes may vary every year.

Youth Fundraising Incentives

The Student Incentive Program is to award student Relay Team Members that individually raise \$25+ for their Relay. Prizes may vary every year.

Team Fundraising Club

The Fundraising Club is a standardized system to recognize Relay Teams raising \$2,500+ throughout the Mid-South Division.

Team Challenger

This Challenger program is for Team Captains who recruit a new Relay For Life team. Team Captains are

rewarded with their incentive once the new team turns in their first \$1,000. The item may vary from year to year.

Grand Club

This elite club membership is exclusive for Team members who raise over \$1,000 for their Relay! Each Grand Club member will receive a shirt with the RFL logo and Grand Club embroidered on it. Colors and styles may vary.

Cure Club

This honored club membership is for top student Team members who raise over \$1,000 for their Relay! Each Cure Club member will receive a shirt with RFL logo and Cure club on it. Colors and styles may vary.



Team Fundraising Club

Rising Star Level - \$1,000

Certificate of Achievement, Web Badge, Verbal Recognition at the Event, Two Nationwide emails promoting the program *

Bronze Level - \$2,500

Car Window Cling, Web Badge, Campsite Signage, Verbal Recognition at the Event, Two Nationwide emails promoting the program *

Silver Level - \$3,500

Car Window Cling, Web Badge, Campsite Signage, Verbal Recognition at the Event, Two Nationwide emails promoting the program *

Gold Level - \$5,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Two Nationwide emails promoting the program *

Platinum Level - \$7,500

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Two Nationwide emails promoting the program *

Jade Level - \$10,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Letter from National VP of RFL, Two Nationwide emails promoting the program, End of the Year Profile on RelayForLife.org *

Sapphire Level - \$15,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Letter from National VP of RFL, Two Nationwide emails promoting the program, End of the Year Profile on RelayForLife.org *

Emerald Level - \$25,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Letter from National VP of RFL, Two Nationwide emails promoting the program, End of the Year Profile on RelayForLife.org *

Ruby Level - \$50,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Letter from National VP of RFL, Two Nationwide emails promoting the program, End of the Year Profile on RelayForLife.org *

Diamond Level - \$75,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Letter from National VP of RFL, Two Nationwide emails promoting the program, End of the Year Profile on RelayForLife.org *

Purple Level - \$100,000

Car Window Cling, Lapel Pin, Web Badge, Campsite Signage, Verbal Recognition at the Event, Letter from National VP of RFL, Two Nationwide emails promoting the program, End of the Year Profile on RelayForLife.org *

Team Captain Timeline

Items to accomplish at/by the Kick-Off

- Mark _____ on your calendar and invite your team members to join you
- Begin talking to your team members to get a feel for who's returning
- Pick up a Team Captain's Handbook at the Kick-Off
- Pick up any additional forms you think you'll need
- Bring survivors with you to the Kick-Off
- Bring a new team/possible team to Kick-Off
- Reserve campsite/pay registration fee

Items to accomplish at/by the 1st Team Captain's Meeting

- Hold a team meeting to get organized
- Establish a team name
- Identify your team captain(s)
- Set a fund-raising goal for your team
- Brainstorm fund-raising ideas for your team and delegate tasks
- Register your team online and create your team's page
- Complete the Team and Participant Registration Forms (if you don't do it online)
- Collect registration fees from each of your team members (if you don't pay online)
- Give team members a Team Member Handbook
- Hand out luminaria forms/bags

Items to accomplish at/by the 2nd Team Captain's Meeting

- Hold a team meeting to focus on fund raising
- Complete paperwork/online registration and collect registration fees for any new team members since last TC Meeting
- Establish a team theme
- Review team goal
- Discuss individual fund-raising expectations
- Discuss team fund raisers pre-event and onsite
- Review the fund-raising opportunities made available to your team (examples: community wide yard sale, Fight Like a Girl t-shirts, Torches of Hope)
- If you are Youth Team make sure you turn in your Chaperone/Waiver Forms

Items to accomplish at/by the 3rd Team Captain's Meeting

- Hold a team meeting to check fund-raising status and begin event preparation
- Complete paperwork/online registration and collect registration fees for any new team members since last TC Meeting
- Review your fund-raising goal
- Prepare a deposit for any funds you wish to turn in at the Team Captains' Meeting
- Prepare a list of survivors on your team or that your team members know
- Brainstorm your banner, spirit stick, and campsite and assign team members to make preparations

Items to accomplish at/by the 4th Team Captain's Meeting

- Hold a team meeting to complete fund-raising plans and continue event preparation
- Complete paperwork/online registration and collect registration fees for any new team members since last TC Meeting
- Review your fund-raising goal
- Prepare a deposit for any funds you wish to turn in at the Team Captains' Meeting
- Prepare a walker schedule for your team and make sure you have someone on the track at all times during the day and night
- If you are a Youth Team, complete your chaperone schedule

Items to accomplish at/by Bank Night

- Hold a Team Meeting to collect funds and finalize event preparations
- Review your fund-raising goal and complete preparations to achieve your goal
- Finalize campsite and onsite fund raising
- Complete paperwork/online registration and collect registration fees for any new team members since last TC Meeting
- Attend Bank Night to turn in deposits, catch up on paperwork, and pick up t-shirts
- Review event logistics/rules

Important Dates, Name and Phone Numbers

American Cancer Society Relay For Life Event

Date: _____ Time: _____

Place: _____

Relay For Life Kickoff

Date: _____ Time: _____

Place: _____

Team Captain Meeting #1

Date: _____ Time: _____ Place: _____

Team Captain Meeting #2

Date: _____ Time: _____ Place: _____

Team Captain Meeting #3

Date: _____ Time: _____ Place: _____

Team Captain Meeting #4

Date: _____ Time: _____ Place: _____

Bank Night

Date: _____ Time: _____ Place: _____

Wrap Up Party

Date: _____ Time: _____ Place: _____

Event Chair: _____ Phone#: _____ Email: _____

Team Recruiter: _____ Phone#: _____ Email: _____

Sponsorship Chair: _____ Phone#: _____ Email: _____

ACS Staff Partner: _____ Phone#: _____ Email: _____



Notes



Notes



Notes



Notes

Thank You for **Fighting Back** Through Relay For Life

Thank you for accepting the challenge to become a Relay For Life Team Captain!

Your Relay For Life Planning Committee is available to support you as you recruit your team, begin fund raising, and prepare for the Relay. Remember that the most successful teams combine different types of fund raising to meet their goals, including exciting team event fund raisers, individual fund-raising campaigns through letters or emails, and on-site fund-raising activities at the Relay.

We are so thankful that you have chosen to be an important force in the fight against cancer through your efforts to raise dollars, recruit team members, and spread the word about Relay. It is the unique enthusiasm and passion of our Relay For Life Team Captains that makes Relay For Life the worldwide cancer-fighting movement that it has become. Thank you for all the time and energy you have invested in fighting back against cancer!

What to Bring to Relay:

Cancer Survivors/ Caregivers

Family and Friends,

Tents, sleeping bags, blankets, flashlights

Decorations for your campsite

Sunscreen, bug spray

Lawn Chairs

Umbrellas, rain gear

Coolers

Sun visors and hats

Extra clothing, including socks and shoes

Food and drink (check to see if there will be food and drink available at the relay)

Team Captain To Do List:

Read my team captain packet.

Register my team online (visit relayforlife.org to find your event's website).

Recruit 8-15 team members and make sure they register online.

Set a challenging personal fund-raising goal: \$_____

Work with my team to set a challenging team fund-raising goal: \$_____

Attend Team Meetings and Team Captain University.

Call, write, or email everyone I know to ask them to make a donation.

Plan this fund-raising event with my team. _____

Talk about Relay and encourage others to get involved.

Plan team campsite theme, activity and logistics for the Relay.
