

Team Toolkit

2009 Southern Arizona Race for the Cure®
April 19, 2009



TEAM CAPTAIN INFORMATION

Race Website: www.komensaz.org

Teams Email: raceteams@komensaz.org

Race Registration Email: registration@komensaz.org

Race Hotline: (520) 325-RACE

www.KomenSAZ.org

Thank you for volunteering to be a Team Captain! Creating a Team for Race for the Cure® is a great way to increase awareness and raise money for breast cancer research, community programs and education.

Team Captain Responsibilities:

- ✓ Register as a team captain and create team name
- ✓ Communicate team name and captain name to group members (**VERY important that all members register with the exact name as created by team captain.**)
- ✓ Recruit 10+ people and make sure they join your team. If they register by April 9th they will have their packets mailed to them. You can still recruit and add team members after that date and have them pick up their packets at El Con Mall or on Race Day
- ✓ Track and make sure team members are registered on time
- ✓ Communicate Race Day schedule to all team members
- ✓ Identify and communicate meeting place and time for Race Day
- ✓ Sign up for Team Pictures
- ✓ Create a unique team identity t-shirt (see contest guidelines)
- ✓ **NEW!** Remember, there will be NO team packet pickup. All race packets will be sent via mail to individual participants

REGISTER YOUR TEAM

Teams are encouraged to register online. PLEASE make sure your team registers with the same name-spelling, prefixes, etc. Our volunteers work very hard to register over 14,000 participants-help them by conveying the correct name format to all your potential team members.

ONLINE REGISTRATION:

Online Registration Deadlines:
Thursday, April 9 to have your packet mailed to you
Tuesday, April 14 online registration closes

1. The Team Captain **MUST** register first and create the organization's team name. This must be completed **before** team members can register as a part of that team.

Team Captain Registration steps:

1. Go to www.KomenSAZ.org
 2. Click on *Race for the Cure*® logo
 3. Click on "Click here to register or make a donation"
 4. Click on "Register here"
 5. Click on "Start a Team"
 6. Select your team category (**this is very important for prizes**)
2. Team Captain communicates the team's **EXACT** name to team members. **To avoid duplication of teams and for drop down box purposes, your team members will need to know this name during their personal registration process.** Use enclosed poster to communicate team information to team members.
 3. Team members may then register as part of the team either online or by paper entry form. **All paper entry forms submitted must be signed by the participant and include the registration fee.**

Team member registration steps:

1. Go to www.KomenSAZ.org
 2. Click on *Race for the Cure*® logo
 3. Click on "Click here to register or make a donation"
 4. Click on "Register here"
 5. Mark join a team & find team name
 6. Fill out all information
4. Set up your webpage for fundraising!
ONLINE ENTRIES ONLY

Key Online Dates

January 5&6	Registration open for Team Captains
April 10 at noon	Deadline for online registration for packet mailing
April 14	Deadline for all online registrations
April 14	Deadline for turning in donations to be eligible for prizes
April 16,17,18	El Con Mall In Person Registration

MAIL-IN REGISTRATION:

Mailed Registration Deadline:
Postmarked by Wednesday, April 1 to
have your packet mailed to you

1. Team Captains **MUST** submit a paper entry form and register as Team Captain with the team name **before** members of your team can register.

Paper Entry Form Registration Steps (Team Captain):

- Obtain a 2009 Race entry form (call 325-RACE or visit www.KomenSAZ.org)
- Complete and sign entry form
- Include Team Captain and exact Team name
- Select your team category
- Include registration fee (for you as an individual)
- Mail your team entry form to:
Susan G. Komen for the Cure
Southern Arizona Race for the Cure®
P.O. Box 14677
Tucson, AZ 85732-4677

Please allow one week for processing before team members begin registration process.

2. Team Captains communicate to all team members the **EXACT** team name for entry form purposes. To avoid duplication of teams, please make certain your team members use the full name of your team on paper and online forms. Use sample poster included in this kit.
3. Team members may then register as part of the team either online or by paper entry form. **All paper forms submitted must be signed by the participant and must include the registration fee.**

**Registrations postmarked after Wednesday, April 1, 2009 will NOT have their packets mailed and must pick up their packet individually at El Con Mall, April 14-16
NO EXCEPTIONS!**

Key Mail-In Dates

January 5	Registration open for Team Captains
April 1	Deadline for mail in registrations for packet mailing
April 1	Deadline for team walk-in registrations
April 14	Deadline for turning in donations for prizes
April 16,17,18	El Con Mall Registration

After you have formed your new team, members can join the team and create a personal web page to set fundraising goals, e-mail friends and track contributions simply go to www.KomenSAZ.org

Registration forms must be completed for each team member. To ensure that team members are placed with the correct team, the TEAM NAME must be written identically to the Team Captain's in the requested box. Misspelled team names are not guaranteed to be corrected or team member's merged together. Team members who register by mail will not be listed on their respective Team webpage. Teams that register entirely by mail will be seen online under the Team list following registration processing.

Remember!!!

Registration forms MUST be signed by the participant

TEAM PARTICIPATION INFORMATION

- Teams must have a minimum of 10 members registered prior to the team registration deadline to be eligible for team awards
- Team members do not have to participate in the same event on Race Day
- Teams can register through Race Day, April 19th

If each Race participant collects \$150 (the approximate cost of a mammogram) to help celebrate our 11th anniversary, we could raise \$1.9 million to help end breast cancer forever.

RACE FOR THE CURE® 2009

Events:

- 1 mile Walk/Run
- 5k Run Non-Competitive
- 5K Run Competitive
- Sleep in for the Cure

Registration Fees:

- Kids for the Cure®
\$17.00 (ages 4-12)
FREE (ages 3 & under-t-shirt not available)

- Adults (ages 13+)
\$30.00 thru April 14, 2009
\$35.00 after April 14, 2009

- Sleep In for the Cure®
\$35.00 SHIRTS WILL BE MAILED

- Survivors
\$25.00

**Competitive Runners
Add \$5 to registration fee**

TIPS FOR TEAM CAPTAIN SUCCESS

- **REGISTER your team early!** Log on to www.komensaz.org to set up your team.
- **Set a team fundraising goal** - develop a pledge-raising contest among team members.
- Read the entire **Team Captain Kit** and review information online at www.komensaz.org.
- **Recruit new members** - make posters, flyers, have informational meetings etc.
- **Stay in touch!** Give your team members regular Race updates by email, voicemail, newsletter, webpage etc.
- **New!** Team t-shirt contest! Let the Race participants choose the winner (see guidelines).
- Set up a designated area to meet your team **PRIOR** to Race day.
- Schedule your team photo (teams of 40 or more) other teams are on first come basis.

TEAM AWARDS

Largest Team in Each Category:

- Schools (K-12)
- College/University
- Organizations (non-profits, professional associations)
- Groups (neighborhood, family, friends)
- Small Business (fewer than 50 employees)
- Corporations (50 or more employees)
- High Schools

Largest Team Percent Increase:

For teams who participated in last year's race and are back larger than ever!

Team T-Shirt Contest:

Create your own t-shirts bring it to the Komen affiliate office by 4PM, April 15th. Shirts will be displayed for voting. Winner will be announced on Race Day. Your imagination is the limit! *See guidelines on team page of affiliate website.*

Most Pledges/Donations Collected as a Team:

On and off-line donations are eligible. Encourage team members to e-mail their personal web pages to friends and family. Check the Friends Pledge page at www.komensaz.org for details on pledges, donations and deadlines!

New!

100% Online registration award.

Help our volunteers and encourage your team to register online.

TEAM FUNDRAISING

Online registration is also a quick, easy and convenient way to fundraise! Team members (who register on-line) can create a personal webpage; send out emails to friends and family requesting donations. Be creative and challenge other Race teams to go the extra mile and collect additional funds! Paper pledge forms and more information on our Friends Pledge program visit www.komensaz.org.

Team Checklist & Key Dates

Task	Date	Completed ?
Register Team name and Team Captain name	Beginning January 5, 2009	
Recruit team members	Until Race Day	
Host team events, motivational sessions. Contact 319-0155 if you would like to have a Komen representative speak to your organization		
Team members should register as part of the team either online or by paper entry form.		
Collect pledges (utilize personal web page for online registrants)	Must be turned in by 4/14/09	
Race Training Series at Reid Park (go to www.komensaz.org for more information)	Beginning 3/7/2009	
Advise raceteams@komensaz.org if planning on participating in t-shirt contest.		
Deliver sample t-shirt to the Komen Office for contest judging.	Delivered by 4/15	
Sign up your team for Team Photos or contact us at raceteams@komensaz.org (Appointment times are available for teams of 40 or more, other teams will be first come basis.)		
Create team sign and decide where to gather as a team on Race Day (remember to include time for photo, meeting place and parking & shuttle information)		
Meet your team members for the 11 th Annual Race for the Cure®	Sunday, April 19, 2009	

As a team captain, you may best determine the dates that meet your timelines for developing your team!

Sample Poster on next page.

Please fill in your team name exactly as you used when registering the team. Fill in contact information and print and post throughout your workplace.



Sunday, April 19, 2009
Reid Park
1 Mile Walk
5K Walk/Run

To join our team go to www.komensaz.org and
click on Race for the Cure

Team Name: _____

Team Captain: _____

Captain Phone Number: _____



Thank you for your
support!