



TEAM CAPTAIN CHECKLIST

- Register as a team captain at:
www.komenchicago.org
- Choose a team name
- Set a goal for the number of people you will recruit. If your company team is open to non-employees, tell team members to recruit their families and friends to join the team
- Display event materials — brochures and posters — around the office, campus, cafeterias, break rooms, gyms, and other high traffic areas. Put your name, phone number, and/or email address on the posters so people can contact you to get involved
- Post a progress chart with your fundraising and recruitment goals in a visible area of the office and update totals regularly
- People who prefer not to walk or run can volunteer. Not only will volunteers be helping Susan G. Komen for the Cure, but they can support the team too. Volunteers you recruit can raise funds that will count toward the team total
- Host a kick-off meeting or event and invite the Susan G. Komen for the Cure staff to make a presentation
- Set up a recruitment table in the lobby of your building to make it easy for team members to sign up
- Send reminders to your potential team members to make sure they are registered and to offer help in their fundraising efforts
- If you are a new team captain, take advantage of training and coaching resources available through the Susan G. Komen for the Cure Affiliate office
- Get on the agenda of business meetings at your company to discuss your team's fundraising efforts. When executives support your team, other employees will follow
- Talk to HR at your company for assistance in recruiting efforts and the company's matching gift program
- Send fundraising tips out to your team members, highlight the team's top fundraising member
- Create fundraising incentives so that your members meet or exceed their goals
- Remind team members to log on to their participant centers and log all offline donations, send thank you notes and reminders to contacts
- Attend the Race for the Cure event and HAVE FUN!

TEAM-BUILDING TIPS:

- Seek support from organization/company leaders.
- Recruit co-captains to help you organize your team.
- Set your internal deadline for team registrations to be returned to you. Allow enough time for reconciling your materials and mailing them if registering by mail.
- Write an article(s) for your organization/company in-house newsletter or company's website to recruit team members and keep them updated on team progress.
- Walk/Run in memory of, or in celebration of a co-worker or community member who has struggled with breast cancer.
- Hang Race for the Cure posters, develop buttons, flyers, payroll stuffers, etc. to recruit team members for your organization/company.
- Hold your own T-shirt design contest within your organization/company and use the winning design for a team T-shirt to be worn on Race Day. (No pink T-shirts please. Pink is reserved for Survivor T-shirts.)
- Make posters, banners and/or flags to carry in the Race.



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KOMEN CHICAGOLAND RACE FOR THE CURE®
September 24th and 25th, 2011
teams@komenchicago.org
www.komenchicago.org

