



2010 Race for the Cure Team Captain Job Description

- Recruit a team of **at least** 10 participants made up of your fellow employees, family members and/or friends. The more the merrier!
- Deadline to add people to your team – **VERY IMPORTANT** – **Online - Monday, September 27, 2010. Paper form – postmarked by September 22, 2010.**
- Have all members register by choosing the 'Join a Team' option online and searching for your team name in the drop down menu provided. (Participants may also register with a paper registration form, but they must check the 'Team' box and list your team name.)
- Visit the special Race Team Captains website at www.komenteamsnca.org for tips, instructions, events, deadlines and great ideas!
- **Encourage each team member to raise a minimum of \$250**, but they do not have to stop there. Some individuals have raised over \$1,000! Remember, every \$75 could be another free mammogram for a woman in need.
- Coach and motivate team members for success. Once your team members are registered, hold a Rally in your conference room or living room to help generate excitement and educate them on their responsibilities (i.e. asking for donations, recruiting more participants) Have your team members provide you with weekly reports on their progress.
- Don't forget to solicit for donations for yourself. As the team captain, you should set the tone. Besides your own family and friends, you should also contact your company vendors to support you and your team.
For those not able or willing to donate online, you may collect checks made payable to Komen Race for the Cure. A donation log form is available for download on the team web site at www.komenteamsnca.org. Cash and checks are considered offline donations and will be entered on the web site through a team member's participant center by the registration and donation committee. Please allow **at least** 1 week for donations to post after mailing. Note: it's very important to keep track of all donations you receive.
- Collect all of your team's donations and turn them in to the Komen office by September 29 for award purposes. Donations for the Race will be gladly accepted after the 29th, but will not be credited towards your final team tally for awards.
- **Each team captain is responsible for picking up their teams Race for the Cure t-shirts and packets at Colonial Brookwood Village October 4 – 8, 2010. It is the team captain's responsibility to assemble the participant packets (including t-shirt) and get them to their team members. All items will be boxed for your convenience. Race Sponsor Teams and Teams with over 50 members have the option of having their boxes delivered to the team captain.**

Race for the Cure team captain's play a very important role in the North Central Alabama Race for the Cure. Over 1/3 of all \$\$ raised at the 2009 Race, was raised by teams!

Thank you for your commitment and your help towards our goal of ending breast cancer forever!