

TEAM CAPTAIN CHECKLIST



✓ Check off when complete:

- Put your team together with no less than 10 and no more than 15 people.
- Young Adult Teams - recruit and secure one adult chaperone for every 5 members of your team for the entire event. If team members are under the age of 18, adult chaperone(s) must be at least 25 years of age. A minimum of two adult chaperones are required per team.

Young Adult Team members are required to sign a “Youth Code of Conduct” form and chaperones are required to sign a “Chaperone Agreement” form. Young Adult Team members and all chaperones are required to attend the mandatory youth and chaperone meeting on Wednesday, May 21st – attendance will be taken. Chaperones are not required to register as a participant.

- Individual Fundraising Collection Envelopes are available at Headquarters. Encourage team members to start collecting right away. Remember that each team member needs a **minimum of \$100** in donations in addition to their registration fee. At least half the fundraising money should be turned in by mid-May.
- Choose team name and make plans to decorate your campsite.
- Team registration fees of \$10.00 per person due by April 25th. T-shirt orders also due April 25th.**
- Money may also be turned in at team captain meetings and headquarters (see attached schedule). Let us keep your money safe!
- Schedule your team members to be on the track for the entire event. Copy and share the Team Walking schedule with your team and post at your campsite (form is in this packet).
- Walk, Run and Have Fun!!!!

Please be sure to inform your team members of your team number and site number by the day of Relay

***** Please Note: Youth Teams *****
You must have one chaperone every five youth !