

TEAM CAPTAIN CHECKLIST



✓ Check off when complete:

- Put your team together with no less than 10 and no more than 15 people.
- Recruit and secure adult team chaperone(s) for the entire event (Youth Teams only). If team members are under the age of 18, adult chaperone(s) must be at least 25 years of age. Minimum of two adult chaperones are required per team.
- Hand out Individual Fundraising Collection Envelopes and encourage team members to start collecting right away. Remember that each team member needs a **minimum of \$100** in donations in addition to your registration/commitment fee.
- Choose team name and make plans to decorate your campsite.
- Turn in team registration/commitment fee of \$10.00 per person by April 24th, 2009.**
- 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!!!!!!*******