

Cheshire Relay For Life

EFFECTIVE TEAM CAPTAINING

HELPFUL HINTS ON RUNNING YOUR TEAM

GETTING ORGANIZED/PAPERWORK:

- Put your team # on everything you turn in - checks, forms, etc.
- Make sure forms are complete & have all the necessary information
- Copy all of your team member information on to a master team roster
- Make a copy of the roster for your files
- Make sure each team member has paid the \$10.00 registration fee
- Not a bad idea to keep copies of all of the forms turned in
- Start a notebook or a spreadsheet with all the team member information
- Do a memo or a team newsletter to your members with your goals, what forms they need to turn in and Relay deadline dates (t-shirts, \$\$\$, forms, etc)
- Start a team e-mail distribution list - keep your members informed, forward e-mails with Relay activity information, get everyone motivated, share fundraising ideas, organize the walking schedule for your team, etc.
- Check the team captain packet for helpful information
- Attend all team captain meetings
- Encourage team members to help you - delegate, delegate!
- Turn in all forms before the deadlines - you miss out on getting your t-shirts if all of the forms are not turned in.

IMPORTANT DATES:

- Mark your calendars for team captain meetings, bank night, t-shirt order form deadline - keep your team members informed. Check your team captain packet for dates and deadlines. Keep up to date - check the Cheshire Relay web page: www.cheshirerelay.org - (add it to your favorites!) meeting times may be changed if necessary.

**** Get Schedule of Meetings from Website ****

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PREPARING FOR THE EVENT:

- Encourage your team members to raise a minimum of \$100 each
- Decide if you are going to order a tent - divide the cost between team members and order it soon - they go fast!
- Designate a team member to organize the food - don't forget the water!
- Use the form in the team packet (Team Member Information) to determine who is staying over, how many for each meal, who can bring what, walking times, etc.
- Make a list of what everyone should bring for themselves and see who can bring things to help the team - tent, chairs, tables, decorations, etc.
- Come up with a theme or creative name for fun
- Start fundraising - get everyone on your team to think of things to do to raise funds - bake sales, car wash, neighborhood tag sales, etc.
- Fundraising events can be posted on the web page - let us know
- Turn team money in at bank night - special level awards given
- Pick up your t-shirts
- Purchase luminaries/torches
- Make sure your team members know where your site is or what the team number is to look up your location on a map.

DAY OF THE EVENT:

- Check what time you can get to the high school to set up
- Enlist the help of several team members to help you set up
- Report to Team Captain Check-in as soon as you can the day of the event to get your wristbands. Young Adult teams must have chaperones present to pick up wristbands.
- Distribute t-shirts (if you haven't already done so)
- Turn in team money to finance
- All Relay participants 21 and under must wear the tie-dye shirt from 9:30 p.m. to 7 a.m. as well as the wrist band
- Enter the high school property through the Elmwood entrance to the football field. Follow security/parking attendants - unload your stuff quickly and move your car immediately - there are a lot of people that need to unload their stuff! Bring a wagon to help you move your things.
- Post your walking schedule
- Have an item to "Relay" from person to person as their time comes to walk
- Make sure everyone is aware of the Rules and Regulations

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(day of the event - continued)

- Keep a list or notebook of all emergency numbers and important team member information available at your site
- No smoking, no alcohol, no open flame - except in the grilling area.
- Have fun, participate in the activities, be enthusiastic, support our "Survivor" friends and neighbors
- Recycle your cans
- Clean up your area - throw away all trash in the appropriate place
- Leave it the way you found it
- Be considerate of your neighbors during quiet hours
- Stay until 3:00 on Saturday to see if you won the site pick/tent/dinner for next year's relay.

OTHER:

- Don't forget: Tents, sleeping bags, pillows, warm clothes, sneakers, sun screen, flashlights or lanterns, utensils, paper goods, trash bags, beach chairs, food, beverages, water, sunglasses, money for the silent auction/drawing, tarps, radio or walkmans, decorations, toilet paper (sometimes they run out), raingear (just in case - but we did put an order in for beautiful weather), bring your friends, bring your relatives, invite someone who has never been to Relay!
- Words of caution - do not leave valuables in your tent area, lock them in your car or take them with you.
- Be sure to thank your team members for participating.
- Be sure to thank the event sponsors for helping with the effort.
- Forward all monies received after the event to the American Cancer Society, attention ACS Representative (see website)
583 Preston Avenue, Box 1004 Meriden, CT 06450
Be sure to include your team number or name if possible and include "Cheshire Relay For Life 20xx."
- After 3:00 on Saturday, sit back, put your feet up, 364 days to Relay!