

## Susan G. Komen 2010 Race for the Cure® Team Captain Checklist

- Register as a team captain at [www.komenlacounty.org](http://www.komenlacounty.org)
- Choose a team name.
- Set a goal for the number of people you will recruit. If you are on a company team and the company is open to non-employees, tell your team members to recruit their families and friends to join the team.
- Recruit team members to form a Race for the Cure team. Be sure to let your team members know to register themselves online as part of the team.
- Display event material – 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 either join your team, start their own, or simply donate to your fundraising efforts.
- 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 office 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 and scheduled Team Captain Appreciation Rallies.
- \*Team Captain Appreciation Rallies: TBD.
- Get on the agenda of business meetings at your company to discuss your team's fundraising efforts. When executives support your team, other employees follow.
- Talk to HR at your company for assistance in your recruiting efforts and about the company's the matching gift program.
- Post information in your company's employee newsletters, on the company's Intranet, or create paycheck stuffers.
- Explore other ways to raise additional funds, like wrap-around events (bake sales, etc.).
- Send fundraising tips out to all your team members and highlight the team's top

fundraising member.

- Create fundraising incentives so that all of your members meet or exceed their goals.
- Send thank you notes and reminders to your contacts.
- Attend the Race for the Cure event and **HAVE FUN AND CELEBRATE YOUR TEAM'S SUCCESS!**