

# 2012 TEAM CAPTAIN INFORMATION PACKET

KOMEN CENTRAL INDIANA RACE FOR THE CURE® | APRIL 21<sup>st</sup> 2012 | KOMENINDY.ORG



# 2012 TEAM CAPTAIN INFORMATION PACKET

## TEAM BASICS

A team consists of any combination of family, friends, co-workers, runners and/or walkers. Even if you can't be there on Race Day, you can still be a team captain.

As the Team Captain, you recruit previous and new team members and motivate them to raise additional funds. If you are registering your team online, you should register yourself and name your team first, then invite people to join and/or donate.

If you prefer, you and your team members can register using paper entry forms (to download paper packets, go to [www.komenindy.org/race](http://www.komenindy.org/race)). As Team Captain, you will need to collect the forms and fees, complete a reconciliation form and submit all documents to the Komen office by the deadline. You will also need to pick up and distribute t-shirts and bibs at Packet Pick-Up & ShopKomen, as we only ship to online registrants.

Additional information and updates regarding teams is available at [www.komenindy.org/race](http://www.komenindy.org/race).

## WE SHIP RACE PACKETS DIRECTLY TO YOU & YOUR TEAM MEMBERS

Anyone who registers online by noon on Wednesday, April 11th will get their Race packets mailed directly to them.

## TEAM FUNDRAISING & AWARDS

We encourage all Race participants to make a little add up to a lot by asking 10 friends for \$10. The funds raised for this year's Race will determine how many Hoosier women we can help right now, as well all as how much we can invest in finding the cures to help women in the future.

Once you register, you can go to your Race Center and use the tools to send emails to your friends and family members. If someone wants to make a donation by check or cash, please mail them to the Komen office along with a completed fundraising form so we can give you and your team credit (go to [www.komenindy.org/race](http://www.komenindy.org/race) to download the fundraising form).

## POWER OF 10 TEAM MEMBERS - CAPTAIN'S GIFT

You will receive a custom Komen Central Indiana Team Captain bag once you either have attended our Team Celebration & Kickoff on Saturday, November 12th or once 10 team members have joined your online team. These bags are only for you as a captain - they are not sold or given to anyone else.

## POWER OF 10 FOR \$10 - \$100+ FUNDRAISING GIFT

For any individual who raises \$100 or more, you and/or they will have the option to receive a custom Komen Central Indiana thank-you gift for supporting the mission to end breast cancer. These gifts are only for \$100 fundraisers - the items are not for sale to the general public.

## TEAM CAPTAIN CHECKLIST

- NOW - Distribute materials to Team Members!**
- Team Captain Celebration & Kickoff / Saturday, November 12th** - 9 a.m. to 10:30 a.m. in the basement of Pyramid 3 (3500 DePauw Blvd., Indianapolis IN 46268), we will have food, prize drawings (including driving the pace car) and updates for you! There will be breakfast and several rooms covering different topics of interest, which you can attend on rotation. Team Captains who attend this event will get a custom team captain bag that day - after that, bags are only given to those who reach 10 members online. RSVP to [raceteams@komenindy.org](mailto:raceteams@komenindy.org) so we make sure we have enough bags and breakfast for you!
- Monday, March 26th - One Week Reminder for Paper Entries**  
One week until all registration for paper teams is closed.
- Wednesday, April 4th - Last Day to Mail Paper Team Entry Forms**  
\*Online Team Registration does not close - it remains open for one week after the Race  
  
**Traditional Paper Packet:** You must mail your packet and all fees by today to be processed properly. Do not mail or ship cash - all fees should be submitted by check only! Komen cannot be held responsible for lost money or packets. Please mail packets to:  
  
Komen Central Indiana Race for the Cure®  
3500 Depauw Blvd, Suite 2070  
Indianapolis, IN 46268
- Wednesday, April 11th by noon - Last Day for Shipping for Online Team Registration**
- Thursday, April 19th & Friday, April 20th - Packet Pick-Up & ShopKomen**  
Race packets may be picked up at the IUPUI warehouse at 1830 W. 16th St. between 9:00 a.m. and 7:00 p.m. If your team members registered online before noon on Wednesday, April 11th, all items are mailed directly to them.
- Friday, April 20th - Check [www.komenindy.org/race](http://www.komenindy.org/race)**  
Check our website for updates or last-minute changes, reminders and special events and offers from downtown retailers.
- Friday, April 20th - Team Reminders**  
Send reminders to your team members about where to meet on Race Day.
- Saturday, April 21st - RACE DAY!**
- Monday, April 23rd - Post-Race Wrap-Up**  
Be sure to send a thank you to your team members and donors! Keep an eye on our website so you can share the number of participants and dollars raised to fund local breast health needs and global research.
- Monday, April 23rd - Team Captain Evaluation Form**  
Available at [www.komenindy.org/race](http://www.komenindy.org/race)

## TEAM PARTICIPANT INFORMATION

Each entrant must select a Base Entry Type as described below. The Additional Entry Items are selected in addition to one of the Base Entry Types. Each entrant can select any combination or all of the Additional Entry Items. The total entry fee required for each participant is the total of their Base Entry Type and all Additional Entry Items.

NOTE: Everyone who registers will be entered to win a custom Komen Central Indiana gift - after the Race, we will randomly select 10 names from each category.

### BASE ENTRY TYPES:

**Participant** **\$28.00**

Register as an individual or member of a team - walk, run, or just hang out! Receives a Race shirt and white bib number.

**Sleep In for the Cure®** **\$28.00**

Entrant will not be present on Race Day but will still receive a Race shirt and special bib.

**Survivor** **\$25.00**

A Team Member that is also a Breast Cancer Survivor. Receives a Race shirt and a Survivor Package that includes a pink survivor shirt, hat, and pink bib number.

**Child** **Free**

Entrant is 8 years of age or younger - entrant will not receive a Race shirt. If a Race shirt is desired, you must register as a Team Participant.

### ADDITIONAL ENTRY ITEMS:

In addition to one of the Base Entry Types, any participant may select Additional Entry Item listed below:

**Competitive** **\$ 6.00**

Entrant will receive a timing chip (must be returned following the Race) and a special blue bib number which will allow them access to the front of the field for starting. A Competitive entrant should be able to complete the 5K course in less than 35 minutes, and will have their time posted.

### ADDITIONAL GIFT

Participants are also encouraged to make an additional donation above registration fees.

## REGISTERING YOUR TEAM

### ONLINE REGISTRATION

Online registration is preferred since it is easier for both you and us to track, manage and acknowledge your progress. In addition, packets will be mailed directly to team members who register before noon on Wednesday, April 11th - there is no shipping for paper registrations.

Setting up your team can be done at [www.komenindy.org/race](http://www.komenindy.org/race).

### PAPER REGISTRATION

Team Entry Packets must include the following forms, which can be downloaded from [www.komenindy.org/race](http://www.komenindy.org/race):

- Team Reconciliation Form**
- Team Tracking Form**
- Team entry forms for each team member.** ALL entry forms must be signed, or they will not be processed! If you signed up online, you will not have these.
- Check(s) for the total required entry fees** - do not send cash! Please make checks payable to "Komen Central Indiana."

#### Mail Team Entry Packets to:

Komen Central Indiana Race for the Cure®  
3500 Depauw Blvd., Suite 2070  
Indianapolis, IN 46268

- Fundraising Forms.** Complete the Team Fundraising Summary Form for all team members who collect and return donations. Enclose the Team Fundraising Summary Form, the Individual Fundraising forms from each team member, and a check(s) for the total amount - do not send cash. The U.S. Postal Service does not advise sending cash through the mail. Forms and money may also be delivered at Packet Pick-Up.

## PACKET PICK-UP & SHOPKOMEN

**If you register your team online**, all Race items will be shipped directly to each online registrant that registers before noon on Wednesday, April 11th. The only reason you would need to come to this is if you wanted to peruse ShopKomen merchandise before Race Day.

**If you register using paper forms**, you will need to pick up all Race items for your team members at Packet Pick-Up & ShopKomen. The 2011 packets will consist of a T-shirt and Race bib number. Survivor bags with pink survivor shirts and hats will also be available for pick-up.

**We have two days for you to pick up your team's items - these days are Thursday, April 19th and Friday, April 20th from 9:00 a.m. to 7:00 p.m. Please check our website at [www.komenindy.org/race](http://www.komenindy.org/race) for changes.**

Packet Pick-Up will be located at **1830 W. 16th St. (IUPUI Warehouse by the Volkswagen dealership)**. Please note that peak times are the first hour or two, then again around and after 5 p.m. During these times, parking may be limited.

## DISTRIBUTING PACKETS TO TEAM MEMBERS

As the Team Captain that registers your team with the traditional paper method, it is your responsibility to get all of the packets to your team members. Please do not send individuals from your team to the Team Packet Pick-up to retrieve their single T-shirt and Race bib number. We recommend holding a pre-Race gathering or festivity to distribute packets to your team members. Pre-Race activities are a great way to build your team camaraderie and team spirit. This would also be a wonderful opportunity to take a team photo!

## THANK YOU!

Whether you're a Team Captain newcomer or seasoned vet: from the bottom of our hearts, we thank you for organizing a team. Here are some ideas to thank your team members for participating - be creative in coming up with other ways to make your team members feel involved and also be sure to let us know your success stories so we can pass them along!

## PARTICIPATION INCENTIVES

Create fun incentives to motivate participation - have prizes for the group, family or department with the highest percentage of participants or most donations.

## TOKENS OF APPRECIATION

Everyone likes his or her contribution to be noticed - give tokens of appreciation to each member who participates. Below are some suggestions for what your team might use:

- Wearable items: Bright neon shoelaces, jackets, ball caps, T-shirts (consider putting a photo of the person you may be running/walking in celebration/memory of), buttons, arm bands
- Office door decorations
- Certificates of Appreciation
- Post recognition names of team members in company/organization newsletter or emails

## BREAKFAST OR LUNCH OF CHAMPIONS

The day before or day of the Race, gather for a meal to thank everyone who champions the cause by participating on your team or raising a minimum of \$100 in donations.

## HONOR A SURVIVOR

If someone on your team is a breast cancer survivor, hold a day in his or her name, highlight their story on your Race webpage, or ask for donations in their honor.

## TEAM PHOTO

Don't forget to capture the moment on Race Day by taking group photos! Set a meeting time and location to meet with your team before the Race. At this meeting, you can distribute any packets not picked up and the "In Memory Of" and "In Celebration of Signs." After the Race, submit the photo for placement in your company or organization newsletter and/or send copies to all participants with a token of thanks.



## TEAM SPIRIT CONTEST

You can submit your team shirt, hat or any other special apparel your team has designed for the Race for the Cure - Race participants can cast \$1 votes for their favorites on Race Day at the Team Spirit tent! You can drop off your entry at the office before the Race, at either of the Packet Pick-Up & ShopKomen days or first thing Race Day morning.

## TEAMLAND TAILGATE

This year, we are working to have a reserved area and tents for top teams on Race Day. It has yet to be determined where they will be and what the criteria would be to qualify for one - we will keep you posted!