

Team Captain Checklist

- Register as a team captain at www.komenmd.org
- Choose a team name
- Set a goal for the number of people you will recruit. If your company team 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 get involved
- 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 Trainings
 - *Team Captain Meetings: July 14, September 10
- 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 recruiting efforts and the company's 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!
- CELEBRATE YOUR TEAM'S SUCCESS!