

IMPACT. MAKE ONE.

2010 KOMEN CENTRAL VALLEY RACE FOR THE CURE

TEAM HANDBOOK



Category	Corporate	Friends & Family	School/Organization
Most Donations Raised	Kaiser - 4,175 Hollywood Hair Solutions - 3,115 A.T. Tribble - 2,500	1. Boobie Brigade - 4,175 2. Can See - 2,175 3. Queens of Pink - 1,675	1. Fresno NDSU - 3,305 2. Thomas Jefferson - 1,855 3. Davis East Middle School - 1,425
Most Members	Kaiser - 246 CRC - 208	Boobie & Beautiful (B&B) - 122	Sisterhood of Survivors - 91
Most Creative	Hollywood Hair Solutions	TEAM RIDIN	PINK ON PARADE
Most Survivors	Kaiser - 35	TEAM CRC-10 Boobie & Beautiful - 11	Sisterhood of Survivors - 32

SATURDAY, OCTOBER 23, 2010
CALIFORNIA STATE UNIVERSITY, FRESNO



Presented by

NATIONAL SERIES SPONSORS



TEAM COMPETITION

Why participate as a Team?

As a team, we run to bring life-saving early detection information to every woman in Fresno County. We run so that every uninsured low-income woman has access to mammograms. We run so that one day we can live in a world without breast cancer.

Imagine what we could accomplish when more than 7000 runners and walkers show up to the Susan G. Komen Central Valley Race for the Cure® on October 23, 2010!

What is a team?

- A team consists of 10 or more members.
- Team entry fees are as follows:
 - Adults - \$20.00 each
 - Kids 12 and under - \$12.00 each
- Teams may be co-ed and include children of all ages (*each child must be registered*).
- Each team member **must** register either online or complete and sign a hard copy Entry Form and return it, along with entry fees, donations and donation sheets to *you*.
- Once Team Registration closes online on October, 11th, individuals **may not** register as a team member.
- Only one person per hard copy Entry Form. Multiple members on one form we **will not** be accepted.
- Each registered team member receives a race t-shirt plus post event food and sponsor giveaways.
- On Race day, make your team stand out in the crowd! We encourage teams to personalize its participation with group t-shirts (*please **no pink shirts**...reserved for Breast Cancer Survivors*), hats, signs/banners, etc. Remember, the most creative team in each category will win an award on Race day.
- Please note, the Komen Affiliate logo or Race logo can not be used in any format.
- For the safety of everyone, pets and roller blades **are not** allowed on Race day.

Recruiting Members

- Ask team members to encourage friends, family members or co-workers to join the team.
- Use internal company communications such as emails, posters, and corporate newsletters.
- Honor/remember friends, family members or employees who have been affected by breast cancer.
- Encourage those who can not attend on Race day by recruiting them as a Sleep in for the Cure® member on your team.

FUNDRAISING

Team Awards

On Race day at the Team Central tent, custom awards will be presented to the top teams for: Most Members, Most Creative, Most Survivors and Most Donations in each of the following categories:

1. Corporate
2. Friend/Family
3. Government/School /Organization

Team Fundraising

- Fundraise online at: www.komencentralvalley.org and learn more about **The Power of Ten Challenge**: It's simple; if each participant asks 10 people to donate \$10, each Race participant will raise \$100 above the \$20 entry fee.
- Inquire if your company has a matching gifts program and ask how to submit the match for payment.
- Have a fundraiser. Be creative!
- All team donations that will be counted toward the Most Donation Team Awards in each team category will be due as follows:
 1. By mail - **October 18th**(*postmarked*) and should be sent to:
 - Komen Central Valley Race for the Cure
 - PMB 551 5730 N. First St., Suite 105
 - Fresno, CA 93711
 2. Online - **October 21st** at midnight
 3. In person - **October 22nd** by 12:00pm sharp. (*All donations turned in on October 21st and 22nd **must** be dropped off in person at: Macy's Fashion Fair-MAIN, 4888 N. Fresno Street located at the west end of the mall*)
- Only those teams registered by **October 11th** will qualify for the Team Awards given on Race day.
- For each donation received, the following must be entered on the Donation Sheet provided to ensure the donation is credited properly: participant's name or team name for which the donations has been made, donor's first and last name and address.
- Please **do not** add donations that have been made online to the Donation Sheet.

Team Tailgates

Team tailgate spots are available to the first 22 teams to reserve a spot by **October 11th**. All tailgates **must** be approved by Teams Chair and a compliance agreement must be signed by team captain. Those not approved may not set up.

If you are interested and would like more information please contact Lisa Bischel at (559) 322-8255 or by email at: teamschair@sbcglobal.net .

Register Online at: www.komencentralvalley.org

HOW TO REGISTER

Start building a team! *Now – October 11th*

Two ways for team members to participate:

We invite you to help us go GREEN, not just **PINK** this year.

We encourage you to register **ONLINE** at:

www.komencentralvalley.org vs. hard copy Entry Form.

1. Online Team Registration

Deadline October 11, 2010 at midnight

For more information on signing up your team, recruiting and fundraising visit: www.komencentralvalley.org

Other online features:

- Team Captain **must** register online first, in order to create a team online.
- Entry Forms, Donation Sheets or Team Captain Worksheet **are not** required for registrations or donations made online.
- Personalize a Team Page and a Personal Page with a photo and personal message.
- Ability to manage an address book, send e-mails to friends and family and monitor your fundraising progress. *(this feature is only available to those who provide a current email address).*
- Access to a variety of pre-fabricated e-mail messages that can be used to recruit team members and fundraise.

2. Hard Copy Entry Forms

Hard copy entry forms are due at either, In- person Team Packet Drop off day on October 9, 2010 or by mail on October 4, 2010 (postmarked)

- Make copies of the Entry Form and the enclosed Donation Sheet and distribute to team members.
- Communicate with team members that they are to turn in the following to *you* before the team deadlines below to ensure that *you* have them into headquarters in a timely manner: Entry Forms, entry fees, Donation Sheets and donations.
- Using the Team Reconciliation Worksheet, enter each team member's name, entry fee paid, any donation, total amount received, t-shirt size and indicate if they are a survivor.
- All Entry Forms **must** be completed and signed or they **will not** be processed by headquarters.
- **Do not** list team members who have registered online.

IMPORTANT TEAM DATES

Team Captain Orientation

Tuesday, August 31, 2010 at 6:30pm to 7:30pm

At: [Central Valley Regional Center](#) - 4615 N Marty Ave., from Highway 99, take Shaw Ave. exit. East on Shaw to Marty Ave., South on Marty, CVRC is on West side of Marty, behind Foods Co.

- Team captains and co-captains are invited to attend our annual Team Captain Orientation for more information on how to register your team, recruit members and learn about fundraising with tools available through online registration.

Mandatory Team Packet Pickup

Saturday, October 16, 2010 from 10:00am – 4:00pm

At: [Macy's Fashion Fair-Main](#) (address below right)

Team captain please:

- Notify team members that *you*, the team captain, will pick up team packet, includes the teams bib numbers and t-shirts. Please note, after this date, team members **will not** find either at pre-registration sites or at Registration on Race day.
- Verify t-shirts sizes and bib numbers prior to distributing to team members.
- Arrange with your team members prior to Race day a place to meet on Race day.

Please note: *Team packets will be disassembled on October 16th at 4:00 p.m. At which time, team members will be converted to individual status and will have to attend one of the pre-registration sites or the Registration Tent on race day and they will find their t-shirt and bib **under their name, not the team name.***

In-Person Team Packet Drop off

Saturday, October 9, 2010 from 10:00am – 2:30pm

At: [Macy's Fashion Fair-Main](#)

Please bring the following:

1. **Team Reconciliation Worksheet** - Complete with each team member name, entry fee paid, donations, total received, and t-shirt size. *Please note: a team consists of 10 or more members.*
2. **Hard Copy Entry Forms** – Completed and signed for each team member who **did not** register online.
3. **Entry fees, donation checks** – All should correspond with the amounts you have listed on the Team Reconciliation Worksheet.

If you are unable to attend the In-Person Drop off day, you are **required** to send by:

U.S. Mail – deadline October 4th (postmarked)

Submit team's registrations together in one envelope to:

Komen Central Valley Race for the Cure
PMB 551 5730 N. First St., Suite 105,
Fresno, CA 93710

[Macy's Fashion Fair-Main](#) – 4888 N. Fresno Street, located at the west end of the mall off of Fresno St. & Santa Ana

For questions, contact Lisa Bischel by email at: teamschair@sbcglobal.net or call: (559)322-8255. Please **do not** contact Macy's directly.



TEAM CAPTAIN WORKSHEET

(Please retain a copy for your records)

Team Name: _____ Team Captain's Name: _____

Street Address _____ City & State: _____ Zip: _____

Email: _____ Daytime Phone: _____

Please fill out this form before October 9, 2010 and attach all completed & signed entry forms, entry fees, donation sheets and donations. Team captains may either turn in all of the above mentioned together at In-person Team Packet Drop off on Oct. 9th at Macy's Fashion Fair-MAIN, 4888 N Fresno Street (located at the west end of mall off of Fresno St. & Santa Ana) or by mail before October 4th (postmarked) to the following address:

Komen Central Valley Race for the Cure
 PMB 551 5730 N First St., Suite 105
 Fresno, CA 93710-6251

***Important:** Please **do not** list team members who have registered online, we have that information. To ensure they receive their complimentary pink cap and survivor t-shirt, in addition to a race t-shirt, please make sure the survivor box is checked if team member is a survivor. T-shirts are guaranteed for the first 5000; size preference not guaranteed.

	Team Member First Initial	Team Member Last Name	Check if a Survivor	Entry Fee Enclosed \$	Donations Enclosed \$	Total Enclosed \$	Adult T-Shirt Sizes S, M, L, XL 2XL or 3XL	Youth T-Shirt Sizes (reserved for Kids for the Cure® 12 & under participants only) S (6-8), M (10-12), L (14-16) or adult small
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TOTALS: # _____ \$ _____ \$ _____ \$ _____



DONATION SHEET

Participant's first name:	
Participant's last name:	
Address:	
City and State:	Zip:
Daytime phone:	Email:

Make checks payable to: **Komen Central Valley Race for the Cure**. Please do not collect cash. Note to donors: Please write the participant or team name on your check to ensure that credit is assigned to the intended participant. Captains, all donations must be received by Race Headquarters on or before **October 22nd** at 12:00pm in order to qualify for the team awards (*if turning donations in on October 21st or 22nd. (please refer to Team Handbook for hours), they must be dropped off in person at Macy's Fashion Fair- Main - 4888 N. Fresno Street, located at the west end of the mall off of Fresno St. & Santa Ana*). **Team members; please turn this sheet and donation money into your team captain. THIS FORM MAY BE USED BY THOSE REGISTERING AS INDIVIDUALS OR TEAMS.**

	<u>Donor's First Name</u>	<u>Donor's Last Name</u>	<u>Donor's Address (Required)</u>	Total Enclosed <i>(please indicate if the donation is a \$200.00 challenge donation)</i>
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Total Enclosed				\$