



FUNDRAISING TEAM LEADER INSTRUCTIONS

Thank you for volunteering to be a team leader for the 3rd Annual Eric Yerman 5K Run & Walk. Below are some instructions to help you keep your team prepared and organized for race day. If at any time you have questions about team procedures, please contact us at moovingforkids2008@cox.net.

Purpose of Teams

The purpose of forming a team is to build excitement, unity, and most importantly, for fundraising. All proceeds from the race will go to Friends of Children for the purpose of building a foster care campus in North Central Florida. By working together as a team, it is your goal to maximize your fundraising potential.

Team Qualifications

To form a team you will need a minimum of 5 members and a maximum of 25. A team name is completely up to you. Creatively distinguishing your team members on race day will add a fun flare, but is optional.

Team Rewards

The top fundraising team will be recognized in the award ceremony. Individual Members of the team are still eligible to be awarded as race winners or highest fundraiser individually.

As our reward to you for your hard work we will have a team appreciation breakfast sponsored by Chick-fil-A for all members of your team. To qualify for this breakfast your team will need to raise a minimum of \$500 collectively (not including registration fees). Reservations will need to be made on or before September 11, 2008 with the number of team members attending the breakfast. Stickers will be provided to the team leader for each team member to attach to their race bib as proof for entry into the breakfast area. As a team leader you will be responsible for making the reservations using the Team Leader Collection Form provided. It will also be your duty to collect and verify the required minimum funds of \$500.

How to Form a Team

- ✓ Appoint a team leader
- ✓ Decide on a team name
- ✓ Team leader goes to moovingforkids.com. Clicks on Registration
(Link takes you to Active.com)
- ✓ Follow registration procedures
- ✓ A question is provided: “Do you wish to create a team?”
- ✓ Select “yes” and proceed with the steps of adding the team name

Registering Team Members

Once you have created your team on-line, other members will be able to join the team when they register on-line registration by choosing the team name you created from a drop-down list.

If team members do not register on-line, but instead register using the envelope, do the following:

- Provide a registration envelope for the team member
- On the FRONT of their registration envelope, write your team name **boldly** to indicate they are a part of your team.
- Collect all registration envelopes prior to September 11th, 2008 and tally the information on the Team Leader Collection Form

Forms to be Familiar With

Registration Envelope – The Registration Envelope serves 2 purposes:

- Race Registration for individual team members. (This is the identical process of online registration. Team members only need to register once)
 - Tracking of individual team member's sponsorships. *
- *If a team member has registered on-line but wants an envelope to keep up with funds, please indicate on the envelope "registered online"

Team Leader Collection Form – The Team Leader Collection Form is for the team leader only. This form:

- Serves to tally each member's funds raised
 - Provides a grand total for team funds collected/raised
 - Indicates number of Team members
 - Serves as reservation documentation for the Team appreciation breakfast.**
- **Forms must be turned in by September 11th 2008 to be eligible for the team breakfast

Turning In Team Funds

Turn in the Team Leader Collection Form and any Registration Envelopes along with monies to our Early Pick-up Location at the Westside Baptist Church Family Life Center on Wednesday September 10th or Thursday September 11th from 4-7 pm. You will receive the stickers needed for proof of admission for each breakfast reservation made.

Team Leader Duties Summary

- Create your team and team name on-line.
- Communicate with each member on how to register & join your team.
- Provide team members with materials and information needed to fundraise.
- Collect money totals and make reservations for the appreciation breakfast on or before September 11th.

Additional Monies will be accepted on race day and added to the team's total. However, if the \$500 minimum is not met and reservations are not made prior to September 11th, your team will not be eligible for the appreciation breakfast.

- Make sure each participant receives their sticker for admission to the appreciation breakfast.
- Bring any additional monies collected to "Fundraising Team" registration table on Race Day