



Team Captain Guide



PCS Team Information

Contributions are raised for Sarcoma Foundation of America to support sarcoma research nationally and locally. Fifty percent of net proceeds support UPMC Hillman Cancer Center's Sarcoma Research Fund.

Invite friends to join your team!

Invite your friends, family members, co-workers, and neighbors to run or walk with you and join your team.

Online tools are available to assist your team in finding sponsors and promoting the event. Just make sure your team members know your team name and select "Join a Team" when registering.

The larger the team the more fun you will have.

5K Race Registration Forms

Register Online at

www.pittsburghcuresarcoma.org

Each team member needs to register either online or by mail-in registration included in this packet and pay by check (payable to Sarcoma Foundation of America).

Be sure to include your team name on the registration form. Encourage your team members to register online.

Forming a Team is Easy!

Select a Team Captain responsible for recruiting team members, communicating to the team and collecting all race information.

Create a team fundraising page when you register.

Compile a list of names of family, friends, and business associates you would like to ask to be on your team.

Team Captains should use the Fundraising Team Form included in this packet for checks and cash donations that are collected and not made online.

Team members can pick up PCS official event T-shirts at registration table on day of event. Your team may create their own team T-shirt for the event (at your own expense).

Turn in all team members' donations at the registration table on race-day or follow the mailing directions on Team Donation Form in this packet. Please convert all cash into checks with your team name noted in memo section.

Teams that achieve a MINIMUM of \$250 fundraising BY 6/07/19 may submit a team logo to be included on the back of the official PCS event T-Shirt. Email to Sue Suit at sue5Krun@gmail.com.

Team fundraising expenses will not be reimbursed from donations collected or Pittsburgh Cure Sarcoma organization.

Race registration cost is \$25/person.

Registrations received by June 7, 2019 will receive an official PCS event T-shirt.

After June 7, 2019 event t-shirts are not guaranteed.

Be a hero and form a team!

For information or questions, please contact Sue Suit at sue5krun@gmail.com



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(continued)



Fundraise by asking co-workers, friends, and family to sponsor you. The best way to fundraise is by asking people personally. Remember, if you don't ask, they won't give! Each team member can use the Fundraising Team Sponsor Form to raise funds towards the team goal.

To fundraise, you can call people, email them, write to them, or see them in person. Also, do not forget to ask businesses you frequent to sponsor you. Set a single goal of asking at least 1 person each day to sponsor you.

START WITH YOURSELF...

- ♦ **Add \$10, \$20, or more to your registration fee.**
- ♦ **Carry PCS posters, or Save the Date Cards with you as you will never know who you may come into contact with, that wants to help in the cause.**
- ♦ **Be Optimistic and Energetic** – It is very contagious. People will give if you are positive.
- ♦ **Ask Anyone and Everyone** – If you don't ask, they won't give. People are a lot more willing to give than we think. We just need to ask. Consider asking 6 people for \$25 and you have reached the goal of \$150
- ♦ **Use any and all forms of communication** – Write letters, email people, call them, ask them in person.
- ♦ **Ask for a specific amount.** Collect the money at the time you are sponsored. It will save you a lot of time in collecting donations later. Checks should be made payable to **Sarcoma Foundation of America.**

AT WORK...(make sure to ask permission from your HR Director)

- ♦ **Post PCS Posters** in employee break rooms, mailrooms, elevators, parking garages etc.
- ♦ **Conduct** a pre-event "dress down" day at your place of work and have employees pay to wear casual clothes.
- ♦ **Create** team spirit with team shirts, buttons, signs, or hats.
- ♦ **Feature** your team's efforts in the company's newsletter.
- ♦ **Check** to see if your company has a matching program. You can possibly double or even triple your donations
- ♦ **Tie** a helium balloon or a place a flower on all team members' desks. People love recognition!
- ♦ **Place** a collection jar in your cubical or on your desk. Ask your co-workers for loose change.
- ♦ **Become** a fundraising mentor if you are having successes.

You can choose to carry a sign with your team name or wear your own team t-shirts at the race.

If you desire, please email a request for a race team space located in the parking lot of the North Park Boathouse. Consider bringing a canopy and chairs. Team captains will be invited to attend a volunteer meeting a few days prior to the race.