

Participant Handbook

RELAY FOR LIFE OF CHAMPAIGN COUNTY

2013 Surfing For A Cure

June 8th– 9th Centennial High School, Champaign, IL

A decorative graphic featuring stylized blue waves and swirls, set against a light blue background. The waves are depicted with white outlines and a gradient of blue, creating a sense of movement and depth. The swirls are intricate and elegant, adding a decorative touch to the overall design.

The Official Sponsor of Birthdays!

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Sign up online today! www.relayforlife.org/ChampaignIL
Like us on Facebook! www.facebook.com/RFLChampaignCounty

Text 3427 to 22723 to get looped into text updates!
www.cancer.org or 1-800-ACS-2345



Welcome!

On behalf of our planning committee, thank you for your interest in the 2013 Relay For Life of Champaign County. **You are a lifesaver.**

I don't write those words casually, and I hope that as you read them you let the reality sink in of what you are doing to fight cancer — all of the hard work that will be put in to spread the word of the American Cancer Society mission and to raise funds to support the American Cancer Society. You will directly impact the lives of many. It may be a family member, special friend, maybe even your own life ... and most certainly many others whom you've never met.

While I have been involved with Relay, I've been privileged to hear many of your stories. In some ways, our reasons to Relay are as individual as our fingerprints. In the end, all of us share the same resolve. There's also strength in numbers, so together we'll remember those who are gone and honor those who live on, knowing that **when we walk together, we are bigger than cancer.**

Our committee is in the process of organizing a full activity schedule and will host a monthly meeting on the 3rd Tuesday of each month to answer your questions and support all of our teams along the way leading up to the event.

Finally, if there is anything you need or something we can do to make your Relay experience outstanding, please reach out to a committee member, we're here and always ready to help. Thank you for joining us in the fight to create a world with less cancer and more birthdays!

Jill Rannebarger
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American Cancer Society Relay For Life

WHAT IS RELAY?

Relay For Life is the American Cancer Society's signature event. It is unique in that participants from all walks of life, including patients, medical support staff, corporations, civic organizations, churches and community volunteers, join together to fight cancer.

Relay began in 1985 in Tacoma, Washington by Dr. Gordon Klatt, a colorectal surgeon. Dr. Klatt walked and ran solo around a track raising \$27,000 for the fight against cancer.

Relay reminds us that progress has been made in the fight against cancer, and that everyone who participates makes a difference.

TEAM PARTICIPATION

Participants form teams of 10-15 people who take turns walking or running on the track for 12 hours. Friends, relatives, local businesses, hospitals, schools, churches, and other organizations organize teams.

CEREMONIES

[SURVIVOR CEREMONY](#) opens as cancer survivors take a ceremonial first lap. Cancer survivors from all over the community are encouraged to join us in a celebration of their victory. This is an emotional time and sets the stage for the importance of each participant's contribution.

[LUMINARIA CEREMONY](#) is another highlight of the event. The ceremony is held after dark to honor cancer survivors and to remember those who have lost their battle against cancer. These luminaries light the track and are left burning throughout the night.

[FIGHT BACK CEREMONY](#) provides important information and education about how we can support each other, "fight back", and make an individual difference in the fight against cancer.

[CLOSING CEREMONY](#) provides an overview of the event a HUGE THANK YOU to all of the event participants!

IT'S FUN!! The Relay For Life provides 12 hours of live entertainment, contests, children's games and more! Food vendors are available and proceeds benefit Relay for Life of Champaign County. Teams bring snacks, coolers, and supplies, and many go all out decorating their campsite. In addition, onsite fundraising at team campsites can further enhance team fundraising goals and community participation.

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Relay For Life Fact Sheet

Champaign County results from the past 5 years are as follows:

Year	# of Teams	Amount Raised
2012	103	\$199,040.00
2011	56	\$138,182.00
2010	70	\$206,735.00
2009	139	\$228,095.06
2008	117	\$277,752.93
2007	135	\$328,771.46

In 2012 the top three fundraising teams were:



- 1st Place \$14,857 Weird Recycling Team
- 2nd Place \$11,060 Team Waterfowl sponsored by Country Financial
- 3rd Place \$ 8,830 Christie Clinic

Last year, 7,193 Illinois Relay For Life Teams and 65,318 Participants celebrated the lives of 10,789 Survivors and raised over \$15 million in Illinois!

In the 19 years that Champaign County has participated in the American Cancer Society's Relay for Life, we have raised almost \$3 million!

Nearly 140 teams are expected to participate in the 2013 Relay For Life of Champaign County, and our goal is \$250,000.



How Your Fundraising Dollars Fuel our **Fight** for **More Birthdays**



As tough on ourselves as we are on cancer

As we work to conquer cancer through research, prevention and patient services, we work just as diligently to use our resources wisely. We're committed to good stewardship and routinely meet or exceed the standards established by various charity watchdog organizations. The value of our approach has earned us the National Charity Seal from the Better Business Bureau Wise Giving Alliance, a symbol of our continuing commitment to accountability and ethical practices.



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cancer.org | 1.800.227.2345
IllinoisCancerHelp.org

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For nearly a century, the American Cancer Society has fought for every birthday threatened by every cancer in every community. By taking what we've learned and turning it into what we do, we've contributed to a decrease in the overall cancer death rate. And thanks to this progress, 350 more birthdays are celebrated every day that would have been lost.

The real thanks go to you – our dedicated supporters and volunteers who raise funds at hundreds of events. Your passion and commitment propel our lifesaving mission forward.

Here's how we invest every dollar raised:



For research funding, cancer-fighting programs around prevention and early detection, and free hands-on services to assist patients.

For community events and programs to raise funds for our mission, celebrate survivors and offer healing for those who've lost loved ones to cancer.

For general costs and overhead. We hold expenses in check for maximum focus on our lifesaving mission.

Thank you for helping us light more candles as we work toward a world with more birthdays.



The funds you raise help the American Cancer Society **save lives** and create **more birthdays** by...



Helping People Stay Well

The key to a world with more birthdays means preventing cancer and finding it early. Our free education programs help tens of thousands of Illinoisans learn about cancer screenings, proper nutrition and recommended daily exercise.



Helping People Get Well

The American Cancer Society helps people with cancer give themselves the best chance to get well. With free support available at 1.800.227.2345 or IllinoisCancerHelp.org, help is only a call or click away. And with our patient centers in hospitals and cancer centers statewide, free hands-on help is available where it's needed most. This year we'll assist 33,000 patients and caregivers in Illinois.



Finding Cures

As the nation's largest private funder of cancer research, we've paved the way toward a world with less cancer. From treatment and medication discoveries that help people live longer, to pioneering cancer prevention and screening tests, nearly every major cancer breakthrough of the last century has roots in our research. Currently we're funding nearly \$25 million in research grants at Illinois institutions.



Fighting Back

The healing power of community events...access to legislators and policy makers...a platform to share their experience. The American Cancer Society rallies people to fight back against cancer. From dancing at galas to playing golf or walking with a four-legged friend, participation at Society events raises funds to move us closer to a world with less cancer and more birthdays.

How do we know we're making a difference?

More than 11 million cancer survivors celebrating birthdays this year are living proof of our progress.

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MAN TO MAN/SIDE BY SIDE

Provides support and education to men with prostate cancer and their spouses/significant others at monthly meetings. A newsletter is also available.

NUMBER SERVED: 50 newly diagnosed patients and survivors monthly with group newsletter



ROAD TO RECOVERY

volunteer drivers hit the highways, shuttling patients in need to and from their treatments.

NUMBER OF RIDES: 962



WIG BANKS

provide cancer patients a variety of wigs, turbans, and prostheses free of charge.

PEOPLE SERVED: 251

REACH TO RECOVERY® & SUPPORT FOR RECOVERY

introduce cancer patients to select survivors trained by ACS who answer questions and provide emotional support.

PEOPLE VISITED: 24



LODGING ASSISTANCE

for cancer patients who must travel more than 60 miles from home for treatment.

NUMBER Lodging nights: 288



LOOK GOOD... FEEL BETTER®

counseling sessions help women enhance their physical appearance during cancer treatment.

WOMEN SERVED: 109



NATIONAL CANCER INFORMATION CENTER

provides support to anyone touched by cancer – 24 hours a day, seven days a week.

CALLS RECEIVED: 366



Your gifts at work – Eastern Region

Unique Constituents reached through this office: 1,071

All numbers reflect cumulative totals from September 1, 2010 to August 31, 2011.



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THE COUNTIES WE SERVE INCLUDE:

- | | |
|-------------------|------------------|
| Douglas | Lawrence |
| Champaign | Moultrie |
| Clark | Piatt |
| Clay | Richland |
| Coles | Shelby |
| Crawford | Vermilion |
| Cumberland | Jasper |

LEADING THE SEARCH FOR CURES

BRENDAN HARLEY, SC.D.

University of Illinois at Urbana-Champaign
Basic Science Grant
harlelab.org



A successful bone marrow transplant helped Dr. Harley survive the leukemia his doctors diagnosed while he was still in high school. Today, he and his team use cutting-edge engineering techniques to study how bone marrow cells function – work that promises to accelerate the study of blood cancers like the one that threatened his life.

“There have been many advances in the field of biomaterials – where we introduce natural or

synthetic materials into living tissues as part of a medical device such as an artificial heart valve or joint. Thanks to this progress we’ve learned how to regenerate healthy tissues after severe injuries. For instance, we’ve developed new materials to help the body re-grow cartilage after an injury. My laboratory is now working on new materials to improve healing following severe tendon injuries,” he says.

“In my laboratory we’re also developing new biomaterial systems to study the behavior of the cells that produce our blood and immune cells,” Dr. Harley explains. “They’re found in the bone marrow, but are extremely rare which makes them difficult to study inside the body. While we know a great deal about how these cells can behave, we’re just beginning to understand how these behaviors can be controlled. Our new biomaterials allow

us to look closely at how these cells behave in response to defined signals from their surrounding bone marrow environment, and will help us identify new ways they can be controlled for therapeutic purposes.” Funding from the American Cancer Society is allowing Dr. Harley and his team to use these new biomaterial tools to study and control extremely rare cell processes in their laboratory.

While these cells help produce all of our blood and immune cells, when they backfire they can contribute to the formation of cancers like leukemia. By studying the behavior of the healthy and diseased cells, Dr. Harley and his colleagues hope to develop new methods for understanding leukemia formation and growth. “We believe our work can contribute to a better understanding of how blood cancers originate, as well as the development of new anti-cancer therapies,” he adds.

HOW THIS RESEARCH HELPS

- By learning how to grow larger volumes of the cells responsible for producing our blood and immune cells, doctors could treat more patients with transplants. Cells could be taken from the patient, grown in the lab and then reimplanted as an anticancer therapy.
- Improved understanding of how leukemia cells start and grow could aid our ability to study blood cancers and potential therapies, moving us that much closer to a cure.

Every dollar raised at American Cancer Society events move us closer to the next breakthrough discovery or treatment.

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LEADING THE SEARCH FOR CURES



6 DECADES OF PROGRESS AGAINST CANCER

The American Cancer Society has supported the work of visionary researchers whose discoveries have helped millions of people celebrate more birthdays.

44 Society-funded researchers have earned the **Nobel prize** for their findings.

Since 1946, the American Cancer Society has provided **\$180 million** in funding to more than **1,800** cancer researchers working in Illinois.*

Current grants in effect in Illinois total **\$22.1 million**.*

**As of August 2010. Includes multi-year grants made by the Illinois Division and by the American Cancer Society's national research program.*

The American Cancer Society is the largest private, nonprofit source of funds for cancer research in the U.S. We've invested more than \$3.4 billion nationwide in the quest for cancer-fighting knowledge.

The Illinois Division's research program expands the impact of our national commitment to cancer research. We provide funding for junior cancer investigators pursuing bold new ideas in prevention, detection and treatment.

For more than 60 years, research grants made by the American Cancer Society have led the search for new approaches to cancer prevention, detection and treatment. We fight cancer on every front, because lessons from one battlefield can mean victory on another. As a result, about 350 more birthdays are celebrated every day because of the progress we've made.

SOCIETY GRANTS LED TO THE DEVELOPMENT OF...

- The first successful chemotherapy.
- The screening exam that cut cervical cancer deaths by 70%.
- The link between smoking and cancer.
- Our modern understanding of DNA.
- Bone marrow transplants.
- The link between healthy weight and cancer prevention.
- Mammography as the gold standard to find breast cancer early.
- Herceptin to prevent the recurrence of breast cancer.
- Tamoxifen to prevent breast cancer in high-risk women.
- Avastin to arrest tumor growth.
- Gleevec to treat chronic myeloid leukemia.
- Alimta to treat two forms of lung cancer.

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How to Create a Team

Organize a Presentation

- ✓ Invite everyone you know; ask them to bring a friend
- ✓ Serve refreshments
- ✓ Show the Relay video/DVD
- ✓ Ask a Relay volunteer to attend
- ✓ Ask a cancer survivor to speak
- ✓ Ask for completed registration forms at the end of the meeting

Recruit Co-leaders to Help With the Work and Build Bigger/Multiple Teams!

- ✓ Use posters and flyers to help spread the word
- ✓ Ask everyone face-to-face—it works!
- ✓ Dedicate your team to a cancer survivor from your company or organization
- ✓ Highlight cancer survivors and team members in your company newsletters, staff meetings, etc.

Create a Team Theme

- ✓ Use a running/walking theme: Stride with Pride, Walking for a Cure, etc.
- ✓ Use a cancer theme: Stamp Out Cancer, Cancer Busters, Cowboys Against Cancer, etc.
- ✓ Use humor or entertainment
- ✓ Incorporate your company name/ church name, etc...

Ask Company Management to Support the Team

- ✓ Pizza party
- ✓ Dress-down Fridays for team members
- ✓ “Wear It” Wednesday—Relay T-shirt
- ✓ CEO Auction—have CEO take top fundraiser to lunch, wash top fundraiser’s car, or give top person an extra vacation day!



FUNdraising Ideas

Here is a sample of year-round team FUNdraising ideas. Start generating Relay excitement now and watch the donations grow! Why wait???

FALL

Comedy Club Ask a local comedy club to host an evening in support of Relay For Life. Invite all teams to sell tickets. For instance, if a team sells ten tickets at \$10 each, they have just raised \$100 for Relay For Life. This is a FUN way for teams to raise their registration fee and have an evening of laughter. Everyone looks forward to this Relay “reunion” in September.

Pot Luck Lunches at the Workplace Name every Wednesday “Relay For Life Pot Luck Day” —team members take turns preparing chili, salads, desserts, etc. and offer to employees at the workplace at a set price or donation. This is a huge hit—employees can take a break from fast food or a boring sandwich and enjoy a home-cooked lunch to support the corporation’s Relay team. Extra bonus for teams who follow ACS nutrition guidelines—don’t forget the orange juice.

Team Golf Tournaments Teams have success hosting golf tournaments to generate Relay donations. “Look Good...Feel Better” and “Man to Man” teams have extra bonus of bringing more awareness about programs at the tournaments.

Craft Fairs This time of year is full of festivals and craft fairs. Many teams take advantage by having a craft table/raffles at these festivals. This is a great opportunity to provide breast cancer awareness information to participants who visit the Relay table.

Bake Sales Bank teams seem to be wonderful at this fundraiser. They pick one Friday per month that is a busy bank day (teacher, military, etc. payday) and everyone on the team bakes an item for the sale.

Relay For Life Penny Jar School teams will begin the jar the first day of school and watch it grow with support.

Turkey Raffles This is a great fundraiser for that grocery store team. Offer a dollar raffle to win your Thanksgiving turkey in support of Relay. Don’t forget to have Great American Smoke out information displaced along with the raffle. Invite “Fresh Start” volunteers to sell raffle tickets and talk about the program.

“Cold Turkey Subs” Encourage sub/pizza shops to donate a set amount from the sale of each cold turkey sub during Great American Smoke out week to benefit your Relay team. Don’t forget to send a cold turkey sub to media personalities!

Dress Down Days Employees at companies pay \$1 every Friday to dress down in support of their Relay team.

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WINTER

Holiday Gift Wrap Don't overlook this huge opportunity! Teams can set up at the local mall or in a particular store. Spread Relay magic during this giving season. In addition to generating donations by gift-wrapping, get a head start at luminary sales and don't forget to recruit new teams as you wrap.

Christmas Trees/Wreath Ask a local retailer to donate \$1 for every tree and wreath sold to support your Relay team.

Sports Tournaments Teams organize bowling, hockey, basketball and soccer tournaments to support their team. Ask local "Man to Man" volunteers to promote that program at the tournament.

Dinners, Dinners, Dinners Teams are hosting all sorts of dinners from spaghetti dinners at their local service club to a gourmet feast at the best restaurant. Have brochures available on local ACS programs and services.

Bouquet of Flowers During the "snowy season", ask a local florist to donate one bouquet of flowers for each month: January, February, and March. This fundraiser is good for corporate teams with a large staff to take a chance to win some "springtime" for their desk.

Theme Dances/Party This is a great time of year for teams to host a dance when everyone is experiencing cabin fever. Sock hop, beach party, or disco themes are popular. Ask a local facility to donate a room for the evening and a DJ to donate his/her services. Teams charge admission at the door and have raffles during the evening.

SPRING

Moon Cards All teams can benefit from this fundraiser. Ask establishments such as grocery stores, banks, restaurants, convenience stores, schools, etc. to sell the dollar moon cards in support of your Relay team. Customers write the name in honor or memory of a loved one on the card—the store will display them on the wall. Place moon cards everywhere—just visualize that they are Relay For Life wallpaper for the community.

Racing Against Cancer Race car team uses "Racing Against Cancer" as its theme. The Relay logo and "Racing Against Cancer" is printed on the racecar to generate support. The team sells "Racing Against Cancer" decals to other racecar drivers, participants and supporters. This team promotes the "Road to Recovery" program.

Garage Sales Yes, spring cleaning can benefit Relay For Life. Garage sales are successful at any size, but with early planning you can have a "Relay" big garage sale. Teams secure free storage and advertise for donated items early in the year.

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Pancake Breakfasts Maple syrup is flowing and so are teams doing pancake breakfasts! Ask a local service organization to support your team by hosting the breakfast.

“Let’s Fight Cancer” Fast food restaurant teams can collaborate with local Relay TV sponsors. Invite local TV celebrities to serve up the hamburgers (and salads!)—customers are encouraged to shout, “Let’s Fight Cancer!” The restaurant donates a percentage of the evening in support of its team. Great advertising for upcoming event. During your Relay month, ask a local restaurant chain to print its paper tray liners with your Relay dates and times to invite the community to come out and participate. As an extra bonus, don’t forget to list local ACS programs and services on the liner.

Car Washes or “Smash Cancer” Car washes are super, but they can be a “smash” with a little planning. Your team secures an old car and writes in large bold letter, CANCER, across the car. For a dollar donation, you get to “Smash Cancer” three times with a sledgehammer.

Mother’s Day Gift Wrap and Breast Cancer Awareness Booth The Friday and Saturday before Mother’s Day is an ideal time for teams to offer a gift wrap booth at the local mall or a local store. Wrap gifts for a donation and promote early detection through ACS guidelines for breast self-exam and mammography. This is a good fundraiser for “Reach to Recovery”, breast health partnership, or a hospital Relay team.

“A Little Change Makes A Lot of Cent\$ Bank and credit union teams post this message at the teller line: “Donate the ‘cents’ from your deposit to the (name of bank) Relay For Life Team and help fight the war against cancer. If your check total is for \$185.67, your donation is just 67 cents. We might just find the cure for cancer right in your pocket. All proceeds will benefit the American Cancer Society.”

Relay Envelope at Restaurant Table Restaurant teams generate donations by placing a Relay For Life envelope at every table during Relay week stating, “Please Support Our Relay For Life Team and the American Cancer Society.” Waitresses check envelopes after each seating and find surprising results. Be sure to have 1-800-ACS-2345 on the envelope.

SUMMER

Invite the entire community to come out and support the Relay For Life. Attendance by the community provides great potential for teams to increase their FUNdraising dollars at the event and provides the opportunity to educate the community.

ONSITE TEAM FUNDRAISING IDEAS

- “Snack Bags” -: made up of cookies, brownies, puppy chow, fudge and rice krispie treats.
- “Puzzle Contest”- selling puzzle pieces for \$1. The matching missing puzzle piece wins \$100.
- “Quilt Raffle” - raffling off a handmade quilt
- “Kids’ Scavenger Hunt”, potato sack race, hula hoop contest

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- "Princess Crowns": selling princess crowns (curling ribbon and star garland).
- "Purple Hair Color": selling purple hair color.
- "Gift Certificate Basket Raffle": including gift certificates from area restaurants
- "Ice Cream": selling Schwan's ice cream
- "Crafts": selling crocheted ponchos, blankets, and quilt
- "Bears and Angels": selling bears and crocheted angels for \$7 or 2 for \$10
- Hair & T-Shirt shoulder ties - \$1 each
- Suckers for Cancer - \$1 each
- Cancer Ribbon Jewelry Sets - \$10
- "Decoration Station": selling foam stickers to use to decorate luminaria bags. 10pieces/\$1
- "Coffee Stop @ Relay": different flavors of coffee for sale
- "Raffles of all sorts": a \$5 raffle for various services – lawn mowing, handy man service, etc...
- "Candy Bars": Will be selling baked good and candy bars. (M&Ms and Reese Pieces)
- "Face Painting"
- "Bean Bag Toss"
- "Beads": selling pink and purple beads, which can be used to make bracelets (4-18 year olds)
- "Raffle for Cubs/White Sox tickets": 3 drawings, 1 @ 4pm Cubs Tickets, 1 @ 6pm Sox Tickets, 1 @ 8pm Sox Tickets.
- "Pose for Baseball Picture": Take a picture of your face in a baseball setting.
- "Pitch For A Cure": throw baseballs at 3 stacked milk jugs. 3 balls for \$0.50. Prizes given for all milk jugs knocked down.
- "Ornaments": selling homemade breast cancer Christmas ornaments.
- "Garden Rock": raffling off 1 "HOPE" inscribed garden rocks
- "Glow Stuff": selling glow bracelets, necklaces, and mouth sticks for a glowing night of Relay.
- "Bake Sale"
- "Bike Raffle": a raffle for a brand new mountain bike. Tickets are \$1 or 6 for \$5.
- "Purple Wrist Bracelets"
- "Purple Ribbon Antenna"
- "Lemon Shake-Ups and Lemonade"
- "Guess How Many Lemon Heads in a Jar"
- Foot Message
- Offer a Cooling Area for \$\$\$
- Hair Braiding booth
- Homemade Carmel corn
- Hot Chocolate
- Smores @ midnight sale

OTHER FUNDRAISING IDEAS

Make a List and Check it Twice First, write down the names of your closest friends and family—people who are most likely to support you. Then, expand the list to include everyone you know and with whom you come in contact (doctor, dentist, stylist and others). Start with your own donation and write the amount at the top of the list. This will set the tone for others to give.

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The Mighty Pen Send a letter to friends and family asking for their support. Tell them why you're walking and why the cause is important to you. If you're walking to honor or in memory of a loved one, tell his or her story. Be creative: Include photos of yourself or a favorite quote or poem. The more honest and heartfelt the letter, the more someone will be moved to support your FUNdraising efforts.

Share a Laugh Do you have a little-known talent for kazoo playing, yodeling or balancing a spoon on your nose? Promise a performance for your supporters if you reach your goal! Or, if you have a funny story or photo from your younger days, share it with everyone who makes a donation.

Send the Message Change the message on your answering machine to include a mention of your plans to walk in Relay For Life. Then, return those calls and ask for donations. When emailing friends, add a "PS" asking them for their support.



Relay for Life Timeline

...to help throughout the year

Nine –Four Months Prior: Build Your Team and Begin FUNdraising

- ❖ Attend Team Captain Meeting(s): Note registration deadlines, luminary and survivorship information, and money turn-in times and locations.
- ❖ Keep an accounting roster for team members and money collected.
- ❖ Have team meetings to discuss FUNdraising ideas and recruit team members.
- ❖ Turn in registration packet and dollars as collected from team members.
- ❖ Send e-mails and voice mails to friends and family to recruit team members.

Three Months Prior: FUNdraising, Luminaries and Survivorship

- ❖ Continue attending Team Captain Meeting(s): Learn what is new and exciting at your Relay.
- ❖ Keep an accounting roster for team members and money collected.
- ❖ Have team meetings to discuss FUNdraising ideas, team name and theme, and recruit team members.
- ❖ Turn in registration packet and dollars as collected from team members.
- ❖ Send e-mails and voice mails to your team members to encourage FUNdraising efforts and to answer any questions or concerns.

Two Months Prior: Logistics and FUNdraising

- ❖ Attend Team Captain Meeting(s): Verify team roster and money collected.
- ❖ Have team meetings to discuss logistic, schedule of events and FUNdraising.
- ❖ Discuss with your team onsite FUNdraising ideas.
- ❖ Talk to your team members about inviting survivors to the event.
- ❖ Send e-mails and voice mails to promote FUNdraising and discuss logistical issues.

One Month Prior: Logistics and FUNdraising

- ❖ Attend Team Captain Meeting(s): Turn in team money and verify rosters.
- ❖ Talk with your team about desired campsite location.
- ❖ Review logistics information with team. (Remember that Relay For Life is an alcohol- and tobacco-free event.)
- ❖ Assign onsite duties for your team (set up, clean up, walk schedule).
- ❖ Decorate your team banner for the team lap.

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Bank Night - Finalize Plans

- ❖ Attend Bank Night
- ❖ Verify rosters.
- ❖ Pick up any last minute materials for your team and verify logistics (campsite location, set up time, loading zones and parking areas).
- ❖ Pick up T-shirts at Bank Night.
- ❖ Contact team members and verify onsite duties.

EVENT DAY: You are Ready!

- ❖ Invite friends and family to come check out the event!!!
- ❖ Arrive at the Relay site on time.
- ❖ Be enthusiastic!
- ❖ Have campsite layout prepared, set up tent and decorate campsite.
- ❖ Be aware of the important information about your event: Opt in for Text Updates!!!
- ❖ Pick up a Program Book at the Information Tent
- ❖ Participate in activities.
- ❖ Most importantly, have fun!

After Relay: Celebrate Your Success

- ❖ Confirm individual/team totals with information provided by the American Cancer Society.
- ❖ Get together with your team and celebrate your success. Have a team picnic or party to share pictures and reflect on the wonderful contributions you have made.
- ❖ Send e-mails or make phone calls thanking individuals for their donations or sponsorship of your team.
- ❖ Attend the Thank you/Wrap Up Party

A Few Months Later: Don't Forget About Relay

- ❖ Continue to fundraise—think about the upcoming season.
- ❖ Contact your team members—stay in touch.
- ❖ Begin to recruit new team members.

Winter Months: Warm up to Relay

- ❖ Celebrate the holidays with your team.
- ❖ Send a note in your holiday cards and letters telling your friends and family that you are involved in Relay For Life.
- ❖ Continue to fundraise as you celebrate the season.

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Relay Rules

1. Please, no pets at Relay. This is for insurance and sanitation purposes. Dogs are welcome at the Bark For Life event.
2. No tobacco or alcohol products.
3. Family friendly music at your campsite. Please remember, this is a family event.
4. Park in specified parking areas only. There is a designated drop-off area which is clearly marked.
5. Don't leave minors unsupervised.
6. Use the provided Recycling Containers and Trash Cans to dispose of garbage.
7. **If you plan to have a grill or fire pit you MUST let us know before May 21 so we can assign you a campsite in the "fire friendly" area.** Use caution and common sense when dealing with open flames (i.e., luminaries, grills, etc.). **NO FIRES ON THE GROUND.** They must be in a raised fire pit or grill and you must take your ashes with you when you leave.
8. Generators also need to be in a special area due to the noise they put off. Please let us know by May 21 if you will be bringing a generator to the event.
9. Tape/weight down extension cords to prevent a tripping hazard.
10. Take protective measures against the weather (sunscreen, hat, long sleeves, etc).
11. Use common sense when constructing your campsite.
12. Consider inclement weather plans (rain apparel, tarps, etc).
13. Leave your valuables at home.
14. Be courteous of other campsites.
15. Follow the directions of Relay volunteers
16. Clean up your campsite so we can all go home and rest!

HAVE A GREAT TIME!!!



RELAY CHECKLIST

- Camping Equipment**
 - Tents
 - Lawn Chairs and Loungers
 - Sleeping Bags
 - Flashlights/Lanterns
- Clothing**
 - Comfortable, lightweight clothing
 - Layers for a cool night
 - Sturdy, comfortable walking shoes
 - Rain Gear (it's Rain or Shine! – don't forget extra socks!)
- Entertainment**
 - Cards & Games
 - Frisbees, beach balls, or other projectiles (but be careful!)
- FUNdraising Materials to Turn In!**
 - Relay Materials not already turned in (Team Captain's Kit, fundraising envelopes, Luminaria Forms, etc.)
- Food & (non-alcoholic) Beverages**
 - Snacks
 - Garbage Bags
 - Utensils, Plates, Cups, etc.
- Healthy Things**
 - Sunscreen & Sun Visors
- Things for your Team Theme**
 - Decorations
 - Items and money for onsite FUNdraising!
- Miscellaneous**
 - Matches/lighters (for luminaria only, please)
 - More Friends!
 - Camera
 - Your experiences, survivor stories, dedication
 - \$ for on-site fundraising and food

Important Times To Remember:

- **Grounds open up at 12:00 PM** – Teams can set-up campsites.
- **Survivor reception begins at 5:00 PM** – Please contact Lynn Mikovich at lynnsurvivor@gmail.com to register for Survivor Activities.
- **Opening ceremonies begin at 6:00 PM.** - Please join us as we kickoff the festivities of the event!
- **Luminaria Ceremony begins 9:00 PM** – Join us as we remember those we have lost and honor the survivors in our lives.
- **Fight Back Ceremony begins at 9:30 PM** – Learn how we can support one another and make an individual difference in the fight against cancer.
- **All Night** – Activities, Entertainment, and FUNdraising!!
- **Closing Ceremony at 5:30 AM** – Stick around to hear the initial results of this year's hard work before getting some well-deserved rest!

2013 Surfing for a Cure