



SANTA CLARITA VALLEY
2016 RELAY 101
The American Cancer Society: 100 Years of HOPE

Welcome to **Relay 101**, where you can learn everything you need to know about participating in Relay For Life of the Santa Clarita Valley! This page was written for Relay beginners, but if you're looking for a refresher course, or the latest changes, please read on.

For additional important information, read over the **Rules and Regulations** at the end of this document.

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Check back for updates closer to the event



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About Relay:

Relay is **24-hour Team event** where each Relay Team has a member walking the track for the entire 24 hours. You may participate in the event as an individual, not tied to a team, but to experience Relay at its best, being part of a team is recommended. To join our Relay, just click on **"Sign Up"**.

The screenshot shows the Relay For Life website interface. At the top, there is a navigation bar with the Relay For Life logo, user information (Welcome, Teresa), and social media links. Below this is a search bar and a menu with options: LEARN ABOUT RELAY, GET INVOLVED, and MY RELAY. The main content area is titled 'My Relay' and features a large image of a sign that says 'HOPE' in a dark setting. To the right of the image, the event details are listed: 'Relay For Life of Santa Clarita Valley', 'Saturday, May 21-22, 2016 | 9 a.m.- 9 a.m.', and 'Central Park'. Below the event details are two prominent buttons: 'MY DASHBOARD' and 'DONATE'. A banner below these buttons states: '53 teams and 178 participants have raised \$45,226.16'. At the bottom of the screenshot, there is a purple button that says 'Click Here To Navigate Our SCV Relay Website' and a red banner that reads: 'New this year: No Team Registration Fee ~ No Participant Registration Fee! Why wait? Sign yourself (and your Team) up now!'.

Relay Teams have a **Team Captain** and sometimes Co-Captains, too. The Captain coordinates the Relay Team, distributing information and attending **Team Captain meetings** once a month (see our [Event Calendar](#)). Teams Captains are the heart of our Relay.

Each **Team Member** commits to raise \$100, but don't worry—we provide lots of help! Team Members are encouraged to sign up on our **Web Site**, www.SCVRelay.org, where they can use helpful tools like an address book and an e-mail system that comes complete with donation request letter templates. Teams and Team Members sign up,



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personalize their page, and use the e-mail system to send donation request letters. The recipients receive links to the Team Member's personal page and may use the web site to donate with a credit card. If they prefer to mail their donations, instructions are found on each member's page.

[Click Here To Navigate Our SCV Relay Website](#)

From our web site, click the **purple button** to navigate our SCV Relay website. Here you will find links to Team Captain information, flyers and info for upcoming fundraisers, Event Leadership Team member contacts, Captains' meeting dates, event volunteer forms, waivers, etc. The website is our main method of communication with Teams, our Survivors, and the community.

And for all of you who like to stay "connected", you can find us on:



These are great ways to stay involved. **LIKE** us on Facebook and get the latest updates as they are posted. And if you follow us on Twitter, you get event "tweets" too.

Pre-Event Registration:

Team Members and Survivors who have registered online have automatically signed their waivers. This is the easiest way to register and we encourage Teams and Team Members to register online. Team Members or Survivors who **have not** registered online must complete a Participant/Survivor Registration Form AND an event waiver. Registration forms may be attained from the ACS office or your Team Captain. Event waivers are available from the www.SCVRelay.org site ([Forms](#) page), your Team Captain, or the ACS office.

Guests attending Relay (people who are **not** Team Members and do not commit to raising \$100) **MUST** also sign an event waiver. These may be printed before the event from the [Forms](#) page at www.SCVRelay.org, or they should stop at the **Welcome Booth** upon entering the event on Relay day.

Everyone entering the event is required to wear a wristband whether they are a Team Member, Survivor, or Guest.

Anyone under 18 must have an event waiver signed by a parent/guardian, even if they register online. Printable waivers are available online from the www.SCVRelay.org site. If you have questions about youth teams or participants, please contact the Captains' Council mentor assigned to your team.



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Campsite Selection Night:



You will be able to select your campsite location at our **Campsite Selection Night** on May 17th (time and place to be announced). You will be assigned a specific selection time for this night. Appointment times will be emailed to all Captains before May 16th.

Campsite Selection is a really fun night for those of us on the Relay Event Leadership

Team because we get to meet all the Team Captains individually! When you come to **Campsite Selection Night**, you will be greeted by a host and then ushered into the selection area at your appointed time. Be prepared at that time to pick your site! Don't worry, we will have a preview campsite map available so you can scope it out before you go in. It is such fun to watch all the Team Captains pick their sites—everyone has their own reasons for picking where they want to be! Please keep in mind that every campsite is great!

While you're at **Campsite Selection Night**, we encourage you to drop off donations, purchase Luminaria bags, shop at the Relay Store, and bring up any questions you have. Many **Relay Event Leadership Team** members, as well as the Captain's Council, will be available. Campsite selection appointments usually start around 4:30 p.m. and end around 8:00 p.m. Team Captain packets with event details for Relay day will be handed out, and we will hand out t-shirts if they come into the office in time.



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Donation Instructions:

On Relay day, every single cent collected **MUST** go to the **American Cancer Society**.

This means, for example, that you may NOT take \$50 out of the money you raise at Relay to pay for the items in your raffle basket. All checks must be made out to the **American Cancer Society** and **all money collected must be turned in at the event**. All raffles/silent auctions must end by 9:00 a.m. Sunday morning. **They cannot be held over past the end of the event.**



Retailers may not sell their wares/services at Relay, unless **100% of the purchase price** goes to the American Cancer Society. Retailers **cannot** give out discount coupons. They may, however, have brochures or giveaways at their team campsite, as long as it's done in the spirit of expressing their support of Relay and the American Cancer Society. We want Relay to be about supporting the cause.

Team Captains will be given a schedule of times to drop off their Team's donations at the Team Tent. Captains may also get limited change and event T-shirts at the Team Tent.



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Campsite Setup (Friday):

Our 24-hour event takes place at **Central Park** starting at 9:00 AM on Saturday, May 21, 2016. Teams may set up their campsites from **2:00 p.m. until 8:00 p.m.** on **Friday** night. There is **no camping Friday night**, but we will have security on site to watch your things. Most teams bring their raffle/sales items on Saturday morning, just to be safe.

Parking Friday night is usually no problem, but we ask that you use the **drop-off zone** for dropping off only. After unloading, you must move your car to a parking spot. We will have event staff available to help deliver supplies to your campsite on a first-come, first-served basis.



Motor homes and trailers will be accommodated; however, if you bring a trailer, your car **MUST** stay attached to the trailer the entire time it is parked. There are **NO** exceptions to this rule. To reserve a spot, please use the **Motor Home Parking Request** on our [Forms](#) page. **Motor**

homes and trailers must be brought to Central Park on Friday, May 20, between 2 p.m. and 8 p.m.

Campsite sizes are still being determined but will be very similar to last year. Most sites use popups to provide shelter from the sun, as well as one or more camping tents for the night. If you are going to rent tents (in place of a popup) that will be delivered to the event, you must use our pre-approved vendor that has the proper insurance paperwork in place. Contact A1 Event Rentals – Ask for Mario, 661.775.8111. If you would like to use a different vendor, please contact our **Site Logistics Chair, Bobby Newquist**, at Logistics@SCVRelay.org, at least **two weeks** before the event to ensure your vendor understands the insurance requirements.



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Helpful things to bring:

- 1 or 2 popups
- tent
- sleeping bags
- tables
- chairs
- decorations
- flashlights
- extra toilet paper
- warm clothing
- hats
- sunscreen
- snacks and
- a team banner



Power is not available and generators are not allowed! You will be roughing it!



Please pass the information to all team members that ACS does **NOT allow dogs** (except service dogs with identification as such) at the event. Our **BARK FOR LIFE** event will be held in the Fall and, of course, all dogs are welcome to be part of this fun event (see www.SCVBark.org).

Remember, **NO open flames**—lanterns, stoves, candles. ALL pop-ups and tents **MUST** be staked down ... the City asks that metal stakes not be used. And, of course, **no smoking!** Please be sure that your campsite is cleared of all trash before you leave at the end of the event. Please return sand used in luminaria bags to the sand pile at the Luminaria Tent (do not dump it on the ground). Bringing some of your own extra trash bags would be a good idea.

Some tips from seasoned Relayers: Central Park is often windy in the evening so it's best to lower your pop-ups after setting up your campsite on Friday night. Bring some old towels on Saturday morning, as there will be a layer of dew on things you left overnight. Bring a bucket/box and a small shovel or cup to get sand for your Luminaria bags.

Mission Message:

What is Mission Message (Fight Back) and how does it relate to Relay?

"Mission Message" is a term we use in Relay to promote the American Cancer Society's (ACS) mission of eliminating cancer. The mission is simple ... we want to help people **Get Well, Stay Well, Find Cures and Fight Back** by knowing about the



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accomplishments of ACS and the free programs/services it offers to cancer patients & caregivers.

As a team, it is your responsibility to help promote this mission at your campsite on Relay Day. This can be done in a variety of ways:

1. Post information at your campsite for the public to view about a particular cancer, a major research milestone, or promoting one of the free programs/services ACS offers (such as Road to Recovery, Look Good Feel Better, etc.).
2. Have a fun activity at your campsite for the public to engage in such as bra pong to promote breast cancer or Slip, Slop, Slap, Wrap to promote skin cancer. Or, host a "car show" to promote the Road to Recovery program.
3. Have a combination of a message and fun activity to really connect with the public.

There is a committee dedicated to helping your team **find the perfect Mission Message** (Brad & Laura Peach). They have the knowledge and information you will need to promote the ACS mission. We expect every single team to have a **Mission Message** and/or activity in your campsite at Relay. Please contact Brad and Laura with your plans so they can follow up and make sure you have the proper tools.

Don't know what to do for fight back? Send an email to mission@scvrelay.org and they will reply with easy and fun ideas. The "Road to Recovery Car Rally" returns this year. Learn the details/rules of this fun event at the Captains' meetings and on www.SCVRelay.org (orange **Mission** button).





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Day of Event (Saturday):



Parking during the early morning hours will be limited, due to the many people setting up camp and arriving for the **Opening Ceremony and Survivor Lap. We encourage you to drop off most of your campsite supplies on Friday.** Please drop your gear in the drop-off zone and then move your car to a regular parking spot. Please do not leave your car in the drop-off zone or park in handicap parking. Event staff will be available to help with deliveries to your site on a first come, first served basis. Please be patient. Overflow parking is available on Bouquet Canyon.

Relay Village Watch here for the latest updates about day-of-event activities for our survivors. Survivor registration and distribution of t-shirts and medallions will start at 7:30

Watch for more information about our annual pre-Relay survivor event.

Check in at **Caregiver's Corner**, a special area dedicated to and honoring our caregivers. Please stop by to pick up give-a-ways, information sheets, and tips for taking care of the caregiver.



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Fundraising Rules at the Event:

Food may **NOT** be sold at Relay as a fundraiser, unless it is commercially packaged in individual packages. For example, you **may not** buy Costco cookies and sell them individually, even if you put them in plastic bags. However, you **may** sell individually packaged Famous Amos cookies, as long as the packages remain factory sealed. The same with drinks ... you may sell cans of soda, but you may not sell glasses of ice tea.

No alcohol is permitted on Relay grounds, including wine or liquor included in raffle baskets. A suggestion is to take a picture of your raffle basket with the wine in it and then replace the bottles with empty bottles or a cardboard replica of wine bottles and display the picture of the "real" wine basket alongside the altered basket. Arrangements should be made to deliver the actual bottles outside of the event. Alcohol will be monitored at the event and removed if found.



Teams are allowed to sell tangible goods in their campsite at Relay. Tangible goods can include arts & craft items, jewelry, books, music, movies, donated items, and silent auctions. The American Cancer Society is required to pay sales tax on tangible goods during Relay day. *For these situations, there will be a special **green** "Taxable Sales" Income Envelope for teams use in the Captain's packet.*

Raffles are allowed at Relay. Donated raffle items can include small appliances, gift certificates, gift baskets, etc. *For these situations, there is a special **pink** "Raffle" Income Envelope for teams to use in the Captain's packet. **Green and pink envelopes do NOT get put into the white team captains' envelope when turning in donations. We encourage you to turn in donations on Saturday during one of the drop off times and not wait until Sunday morning.***



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There are **no** games of chance/gambling allowed at Relay. This includes 50/50 chance, poker, blackjack, and bingo, just to name a few. If your team is spotted hosting these games, we will ask the team captain to cease and desist that activity immediately. No exceptions.



Kids Kamp is a fun place where kids can play in safety throughout the day. Children are checked in using an ID bracelet system and only the parent(s) who checked them in may retrieve them. Parents **MUST** have a picture ID. Kids Kamp opens at 9:00 a.m. and closes promptly at

5:00 p.m. An announcement will be made before closing. Kids Kamp is for kids from 3 to 10 years.

Relay starts with our **Celebrate Ceremony** in front of the main stage at **9:00 a.m.** The ceremony will be short, about 15-20 minutes, and then we begin the **Survivor Lap**. Our Survivors are our VIP's, and we honor them by standing by the campsites around the track and applauding as they walk by. This is an emotional high point for Relay!

The Team Lap will follow the end of the survivor lap as the survivors come around the track ... **TEAMS DO NOT NEED TO LINE UP. Teams should begin walking from their campsites as the FINAL survivors pass by their campsite.** We will announce the teams from their banners as they pass the stage, so please show the announcers your banner as you pass by the stage.

Team Pictures: Watch for more information about taking Team pictures at the event



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Relay For Life is a 24-hour event ... there should always be a member of each team on the track at all times, even in those wee hours of the morning! To help schedule walkers, print out a **Walker Sign Up Sheet** from our **Documents** page.



After the **Team Lap**, we get down to Relay business. Teams will have all their raffles, games, sales, auctions, etc., ready to go. Activities are scheduled throughout the day in our center field and our main stage musical entertainment begins before noon. For a schedule of activities and music, see the **Event Schedule** in the **Relay Program**. Our **Relay Store** is open for your shopping pleasure, with loads of Relay Gear and fun stuff. Cash, checks, and credit cards are accepted.

The Team Ambassadors/Captain's Council will let the Team Captains know their plans for **Campsite Awards** for day of events activities.

In the early evening, Relayers will see volunteers setting up the thousands of **Luminaria** that will line the track during our **Luminaria Ceremony** and through the night. Relay attendance swells just before this ceremony, as it is the highlight of our event. Unfortunately, this creates a parking challenge, so please inform any guests arriving just for this ceremony that parking will be tight and carpooling is encouraged.





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At 9:00 p.m., our guest **Luminaria Speaker(s)** will inspire us all. After the Remembrance Ceremony, thousands of participants walk the track, led only by the light of the **Luminaria bags**. A reverent hush falls over Relay during this time, an amazing experience.



Our main stage entertainment continues until midnight. Although the tempo of Relay slows at night, as many people try to get some sleep, we encourage our Teams to have all-night activities to help spur on the walkers who have signed up for those early morning hours. Rumor has it our Captain's Council will be watching for the team with the **best over-night activities!** But shhhhhh ... some people are sleeping!



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Final Day (Sunday):



Rejuvenate in the morning with our **Fight Back Pancake Breakfast**, provided by the **Rotary Club**, beginning at 6:30 a.m. in the food court. The wonderful smell of pancakes and sausage fills the morning air and prepare you for the morning's activities!

Our **Fight Back/Closing Ceremony** begins at 8:30 a.m. and inspires Relayers to keep up the fight even after Relay is over. Following the ceremony, Teams take the track for their **final lap**, proudly displaying their team banners and award yard signs. This is the official end of Relay 2016 and campers return to their sites to break camp. **PLEASE** do not start camp breakdown until Relay is **OFFICIALLY** over! PLEASE take extra care to clean your own campsite before leaving the park!



More Information:

More questions? Don't worry, we're happy to help! Contact the Event Chairs at Chairs@SCVRelay.org. If you have NEVER been to a Relay For Life event, check out the photo albums on the SCVRelay.org site (orange photos tab). These photos will give you a good idea of how our event is set up. Thanks for joining our **Relay Family!**

See you at Relay!



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RULES & REGULATIONS

Rules & Regulations:

1. There will be a loading/unloading area near the entrance of the Relay field. This area is **NOT FOR PARKING**. We ask that you minimize your time here since it is the only loading area we have available. Please be courteous to the other campers who need to unload. Use of wagons, wheelbarrows and/or dollies is suggested to transport items. We will have golf carts at the event to help transport your supplies to your site.
2. Please **DO NOT park in the handicapped parking spots**. We have many disabled participants at Relay and they cannot walk from the remote lots.
3. Teams may set up their campsites from **2 p.m. until 8 p.m. on Friday night**. There is no camping Friday night. We will have security on site to watch your things.
4. Please use the trash and recycling containers provided. Campsites should be kept clean at all times. At the end of the event, please roll your trash containers to the designated area for pickup. Please be sure your campsite and the surrounding area is clean of ALL trash before leaving the park.
5. Please keep your tents within your own campsite. You may extend behind your site if you have the space to do so without impeding activities that take place in the center field, but only directly behind and never to the side.
6. Please **do not use any metal stakes of any kind**. These can ruin the sprinkler system and, if left behind, can be a danger to lawnmowers. Wood and plastic stakes may be used with caution.
7. Please, **no open flames, fuel lanterns, stoves, barbeques, tiki torches, etc.** The only flames allowed are the Luminaria and Luminaria Ceremony candles. And of course, **no smoking!**
8. Please do not mark the field with anything. No use of any paints, glue, or other substances on the field.
9. RV parking is available to those who have **pre-registered with Logistics**. Regular parking is limited so we ask that you do not take up valuable parking space with your RV in the normal parking lot. To request an RV parking space, please fill out and submit a **Motor Home Parking Request**. If you bring a trailer, your car **MUST** stay attached to the trailer the entire time it is parked. There are **NO** exceptions to this rule. Motor homes and trailers should be brought to Central Park on Friday, May 20, between 2 p.m. and 8 p.m. You are **NOT** permitted to sleep in your RV on **Friday** night.



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10. If you would like to keep your Luminaria Bags, please pick them up Sunday morning before 9:00 a.m. Bags remaining after 9:00 a.m. will not be available for pickup.

11. Please do not dump the Luminaria Bag sand onto the field. Return the sand to the Luminaria booth.

12. Please remember your sunscreen, a flashlight for midnight trips to the bathrooms, and also plenty of water. We will have some water provided though it may not last the entire night.

13. Participants may use cash directly to the food vendors (no food tickets). There will be many options available this year, including food trucks. However, bringing additional snacks and drinks for your team is suggested.

14. No wading pools--there is no water available.

15. Although we encourage team activities throughout the night—after all, it is a 24-hour event—please remember to be courteous to all and keep the noise level reasonable during the wee hours.

16. Participants are encouraged to bring additional cash if they want to participate in games, contests, raffles, etc., throughout the event. Also, it is a great idea to bring personal address labels with your phone # (or stamps) for raffle tickets--it cuts down on your writing time! There will be no ATM available onsite.

17. **No dogs** are allowed inside the Relay Event (except in compliance with ADA Rules). We realize that this is a public park and dogs may use other areas of the park, but we ask that all dogs be kept **outside** the event for health and safety purposes. Please pass this information on to anyone who might be attending Relay. ALL dogs are invited to be part of **BARK FOR LIFE** in the Fall (see www.SCVBark.org). Anyone with a dog will be asked to leave the event.

18. Due to Health Department regulations, **we are NOT permitted to sell home-made food or beverage items as a fundraiser.** Any food or beverage items sold **MUST** be professionally pre-packaged. This includes home-made food items offered for a donation.

19. **No alcohol of any kind is permitted on Relay grounds, including wine, Champagne, etc., included in raffle baskets.** (We suggest using a picture of your wine/Champagne bottle inside the basket and arrange to deliver the actual bottle after



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Relay.) If any team violates this rule, an Event Leadership Team member or ACS Staff person will come by to remove said items from your campsite. These items will be available for pickup on Sunday morning after 9:00 a.m.

20. **Please clear all vendors through logistics.** If you are going to *rent* popups and/or tents that will be delivered to the event, you must use a **pre-approved vendor**, or have your vendor approved through Logistics to insure that the proper insurance paperwork is in place.

21. **Event Waivers - Adult and Family:** Please remember that everyone must sign an event waiver either electronically (part of the online registration process) or on paper. Youth participants **must** sign the paper waiver, even if they signed up electronically, and a parent must also sign. For families and groups, save time by using our **Family/Groups Waiver**.

22. **Event Waivers - Youth:** All youth participants **must** sign the paper waiver, even if they signed up electronically, and a parent must also sign. Youth participants not accompanied by their parent must have raised the \$100 minimum to stay the night and their curfew is 10:00 p.m.

23. Most important of all, **HAVE FUN!!!**