

TEAM CAPTAIN GUIDE

Everything you need to know to be an awesome Team Captain



IMPORTANT DATES/DEADLINES

April 30th Online Registration-for event t-shirt and raise \$100 by 5/15
May 9th Onsite Fundraiser Application (Food & Beverages) Due
May 15th T-Shirt Order Date—Raise \$100 to guarantee your event shirt
May 15th Onsite Fundraiser Application (Non Food) Due
May 15th Event Raffle Form Due raffle.tacomarelay.org
May 24th Youth Forms Due

TACOMA RELAY ONLINE

Website: www.tacomarelay.org
Facebook: www.facebook.com/tacomarelay

Teams : teams@tacomarelay.org
Fundraising: fundraising@tacomarelay.org
Online: webmaster@tacomarelay.org

RELAY FOR LIFE OF TACOMA

6PM – 6PM | June 2 – 3, 2017 | Mt. Tahoma High School



Friday, June 2nd – Saturday, June 3rd | 6PM - 6PM | Mt Tahoma High School

Dear Team Captains,

Welcome to the 2017 Relay For Life of Tacoma! We are excited to have you and your team join us as we Celebrate, Remember, and Fight Back against cancer.

As a Team Captain, you have chosen to lead and support your team as they raise awareness and life-saving funds. You are vital to the success of your team and we are grateful to have you in the role of Team Captain. This may seem like a big undertaking, but remember you are supported by a team of dedicated volunteers who are here to answer questions and guide you through team building, fundraising, and education. The culmination of your efforts will be celebrated on the track at Relay 2017!

This Captain's Guide contains the information you will need to lead a successful team. Is your team looking for fundraising ideas or a list of what to bring to Relay? Would you like more information on the contests and challenges planned for Relay day? How about important dates, required forms, and information on funding the mission? You will find all of that and more in this guide. We hope you will find it helpful to have everything in one place for reference. If you need additional copies to share with your team or co-captain, all of the pages in this guide are available for download/printing from our website www.tacomarelay.org.

We are looking forward to an amazing year and feel grateful to YOU for the time and dedication that we know go into being a Team Captain. We are so thankful that you choose to fight cancer with us here in Tacoma.

Thank you for all that you do to support your team and the mission of the American Cancer Society.

- Your 2017 Relay For Life of Tacoma Leadership Team

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Relay For Life of Tacoma

MEETINGS /OPEN HOUSE

January Meeting	Thursday Jan 12 th 6:30 PM	Jackson Hall Medical Center
February Meeting	Thursday Feb 9 th 6:30 PM	Jackson Hall Medical Center
March Meeting	Thursday Mar 9 th 6:30 PM	Jackson Hall Medical Center
April Meeting	Thursday Apr 13 th 6:30 PM	Jackson Hall Medical Center
May Meeting	Tuesday May 9 th 6:30 PM	Jackson Hall Medical Center
Relay Open house/Bank Night/T-shirt pick up	Wednesday May 24 th 5:30-7PM	Tower Lanes Entertainment Center

IMPORTANT DATES

Power Up Challenge Ends For full challenge details visit: challenges.tacomarelay.org	April 30
Online Registration Date (for event t-shirts) Sign up by April 30th and raise \$100 by May 15 to guarantee your event t-shirt	April 30
Ultimate VIP Team Challenge Ends Cash/Checks must be received at the Tacoma ACS office by Noon, Friday, May 5th	May 7
Onsite Fundraiser Application (Food/Beverages) Due Submit your application online at onsitefood.tacomarelay.org	May 9
T-shirt order date raise \$ 100 to guarantee your event t-shirt Please sign up online by April 30th so we have your shirt size	May 15
Event Raffle Form Due - submit form online at raffle.tacomarelay.org For teams who would like to enter up to three items in our event-wide raffle	May 15
Onsite Fundraiser Application (non food) Due Submit your application online at onsitefundraiser.tacomarelay.org	May 15
Food Worker Cards due Turn in at Relay Open house or email to fundraising@tacomarelay.org	May 24
Youth Forms Due Turn in at Relay Open House/ T-shirt Pick-up at Tower Lanes Entertainment Center	May 24

IMPORTANT ADDRESSES

Jackson Hall Medical Center
314 Martin Luther King Jr
Way Suite 202
Tacoma, WA 98405

Tower Lanes & Entertainment Center
6323 6th Ave
Tacoma, WA 98406

American Cancer Society
c/o Tacoma Relay
1313 Broadway, STE 100
Tacoma, WA 98402



Relay For Life of Tacoma

Friday, June 2nd – Saturday, June 3rd | 6PM – 6PM | Mt Tahoma High School

The History of Relay For Life

In 1985, Tacoma's Dr. Gordon Klatt, a local colorectal surgeon, faced some difficult decisions as President of the American Cancer Society Pierce County Unit. Rather than cutting back programs, he opted to use his love of running to raise much needed funds. After training for eight months he took to the track at the University of Puget Sound for 24 hours. His goal was simple-raise awareness and funds in the fight against cancer. Dr. Klatt did that and so much more.

Over the course of 24 hours, he logged 88 miles and raised \$27,000 for support services and research. Two important things happened on that track-needed money was raised and HOPE was created in the fight against cancer. The next year, the event moved to Stadium Bowl and good friends like Pat Flynn joined the efforts, volunteer teams were invited to participate and Relay For Life was born.

Dr. Gordon Klatt passed away in August of 2014, after fighting his own battle with cancer. He will live on in our hearts and memories, and in our efforts to cure cancer. His vision of a grassroots effort to cure cancer continues and together we will finish the fight he began.

What to Expect at a Relay For Life Event

Relay For Life is an inspirational, non-competitive, 24 hour fundraising event that brings together a community of volunteers with a common goal--to CURE cancer.

Over the course of 24 hours we **CELEBRATE** cancer Survivors, **REMEMBER** those lost to cancer, **FIGHT BACK** against a disease that has taken too much from too many, and raise the funds that WILL finish the fight against cancer.

Relay For Life has a festival-like atmosphere that students, families, co-workers, and friends can enjoy regardless of age or fitness level! At Relay, teams of all sizes, gather and take turns walking laps throughout the 24 hours. Each team keeps at least one member on the track at all times, while all around them the party is in full swing. Teams stay overnight in the decorated tent city and enjoy music, activities and entertainment.

Why Relay?

- Our efforts are making a difference! Since 1991, there has been a 25% decline in the cancer death rate.
- We are celebrating over 15 million cancer survivors and are saving 400 lives a day
- Survival rates have increased from 1 in 3 to 2 in 3 people diagnosed, since Relay For Life began in 1985.
- The money raised funds vital research, patient services, education, and prevention.
- Thanks to our generous supporters and volunteers, we've invested \$4.5 billion in cancer research since 1946.
- 47 Nobel Prize-winning researchers have been funded by dollars raised at Relay For Life events.
- In 2016, 748 research grants totaling over \$406.8 million were funded nationwide. 24 of those grants totaling over \$10 million were right here in Washington State.

The fight against cancer needs YOU!

There are many ways to get involved with Relay For Life of Tacoma:

Start a Team

There is no cost to participate. You can start a team with your family, friends, co-workers, church group, or sports team. If you would like more information about starting a team, contact teams@tacomarelay.org

Join a Team, or Participate as an Individual

If you know someone who already has a team, join them, or sign up to participate as an individual. Registration is free, and there is no required fundraising minimum, though we do ask each individual to raise \$100.

Visit www.tacomarelay.org to sign up.

Volunteer

It takes many hands to put on a Relay For Life event and we would love your help. Volunteer to help with Relay For Life of Tacoma special projects, throughout the year or 'day-of' the event, June 2-3, 2017.

We have volunteer opportunities for individuals, and groups looking to give back to their community. Additionally, we have opportunities for youth to earn community service hours. For more information about volunteering, contact volunteer@tacomarelay.org

Walk as a Survivor

Anyone who has ever heard the words "You have cancer." is a cancer survivor. Survivors are our special guests at Relay For Life. They kick off our event with a celebratory lap around the track, celebrating their victory over cancer, and then enjoy a complementary meal with their caregivers. All Survivors will receive a FREE t-shirt, Survivor Medal, and more.

When joining a team, please select the box that says, "SURVIVOR" to receive your Survivor goodies. If you are not joining a team, please visit www.tacomarelay.org to sign up to walk in the Survivor Lap.

Become an Event Sponsor

Event Sponsorship is a meaningful way for your business to get involved in the fight against cancer. We have sponsorship levels to fit every budget and would love the opportunity to discuss those opportunities with you.

For more information about Event Sponsorship contact sponsorship@tacomarelay.org

Dedicate a Luminaria

As darkness falls, we light Luminaria personalized in memory or honor of friends or loved ones who have been affected by cancer. Each Luminaria candle represents a person. They are our mothers, fathers, sisters, brothers, aunts, uncles, nieces, nephews, friends, coworkers, and so many others.

Visit www.tacomarelay.org to dedicate a Luminaria and join us Friday, June 2nd at 10PM as we light the Luminaria and remember all of those lives touched by cancer.

Visit our Event

The community is encouraged to attend our event. Highlights include: Opening Ceremonies, Friday, June 2nd at 6PM, followed by our Survivor Lap, and our Luminaria Ceremony, Friday, June 2nd, at 10PM. Various activities and entertainment will continue throughout the 24 hours. Our event is closed to the public between the hours of midnight-7am.

Relay For Life of Tacoma

Friday, June 2nd – Saturday, June 3rd, 2017
6PM-6PM | Mt. Tahoma High School
4634 S 74th St, Tacoma, WA

For More Information

Visit our website: www.tacomarelay.org
Follow us on Facebook: www.facebook.com/tacomarelay
Contact Us: info@tacomarelay.org



Relay For Life of Tacoma

Relay 101

Event Theme

The theme of the 33rd Relay For Life of Tacoma is “Blasting Cancer Out of this World” It’s a space theme!

Registration

- There is no individual or team fee to participate in our event.
- EVERY person on your team must register as an individual (no couple or family registrations, please.)
- Each participant registered online by May 23rd will receive a wristband in their team packet at Relay. Only participants with wristbands will be able to stay overnight, at the event.
- Participants registered after May 23rd may pick up their wristband at the info booth, at Relay,

Youth at Relay -- Youth Forms due May 24th

- **ALL** Relayers under the age of 18 must submit a *Youth Participation Agreement*
- **Youth Teams** must also submit *Chaperone Agreement(s)* and provide 1 chaperone per 5 youth, chaperones must be at least 25 years old and are required to stay as long as their youth are present

Tent Sites

Available to teams once they have raised a minimum of \$150 dollars

Tent site sizes are 10ft wide x 15ft deep and can be reserved at any Teams Meeting/Rally

RV Sites

RV sites are \$100 dollars payable by cash or check at Teams meetings. RV sites are limited.

Incentive Prizes

You will qualify for a prize based on your Individual Fundraising total on June 3rd (including funds turned in at Relay)

Event T-shirts- must fundraise \$100 by May 15th

Event T-shirts are the first incentive prize level- a gift to recognize that you have raised at least \$100

To guarantee your shirt for the event, you must register online by April 30th and raise \$100 by May 15th

Onsite Fundraisers – If you are holding a Fundraiser during Relay you must submit the following applications

- **Food Sales at Relay-** applications due May 9th
Teams wishing to sell food and/or beverages as an onsite fundraiser must submit an application. Once approved, teams will need to submit Food Workers Cards by May 24th
Online Application: onsitefood.tacomarelay.org
- **Onsite Fundraisers (non-Food/Beverage)-** applications due May 15th
Teams holding onsite fundraisers must submit the *Tacoma Relay Onsite Fundraising Application*
Online Application: onsitefundraiser.tacomarelay.org

Relay For Life of Tacoma Event Raffle

All teams are welcome to participate in our event raffle, to be held during Relay (June 2-3) Teams will submit up to 3 items for Raffle. We will take care of the rest. Team will receive \$1 for each ticket entered to win their item(s). To participate: teams must complete the online document at raffle.tacomarelay.org by May 15th.

Luminaria

Each candle-lit Luminaria represents a life touched by cancer and the HOPE that, someday soon, cancer will be eliminated. Luminaria offer a meaningful and caring way to ask for a donation in honor or in memory of a friend or loved one touched by cancer. Luminaria bags are available at all Teams Meetings and all funds raised through Luminaria will count towards your individual and team goals.

Sponsorship

Teams/Individuals will receive fundraising credit for **NEW** event sponsorships they help to secure. Sponsorship opportunities are available starting at \$100. Visit sponsorship.tacomarelay.org for more information.

Event Garage Sale - Date TBA

We will be hosting an event-wide garage sale in the spring. We will secure the location and take care of the advertising. Teams interested in participating will bring their items to sell, set their own prices, sell their items, and all of the funds collected will go towards their team or individual fundraisers. A date will be announced soon, along with a link to reserve your spot.

Relay Day Competitions - competition times TBA

Best Baton

Teams wishing to participate in the Best Baton competition, at Relay, may pick up a wooden dowel at any Teams Meeting. Participating teams will incorporate our event theme into their baton design. The only rule for the competition is that your baton include the provided dowel.

Best Tent Site

Teams wishing to participate in the Best Tent Site competition, will need to sign up at the Info Booth, near the bell tower, by 6PM, Friday June 2nd. There is no cost to participate in this competition, but we do need you to sign up in advance so we don't miss your tent site during judging. Tent sites will be judged in three categories: Theme, Spirit, and Mission.

Mr./Mrs. Relay Competition

Participating Teams will designate 1 team member (the contestant) to dress in drag and collect as much money as they can from their fellow Relayers, during the Mr.(Miss) Relay competition. The Contestant that collects the most money will have the total sum of all money collected during the competition, credited to their team. Outfits must be family friendly and approved before the competition.

Road to Recovery Race

This human-powered, cardboard car race highlights a vital program that connects volunteer drivers with cancer patients needing rides to life-saving treatments. Participants will provide a cardboard car, a "driver" and a "patient." Cars must be constructed from a cardboard box/boxes; paper, glue, and duct tape. Rope or straps may be added to help you carry the car. This event is open to all ages. We will have a separate race for kids 10 and under.

Finish the Fight Lap

We will be selling Finish the Fight wristbands for \$5 each. The jackpot starts at \$850 and will grow each time someone buys a wristband. Each wristband has a numbered tab. As you cross the finish line, during the finish the fight lap, a volunteer will remove this tab. One tab will be drawn during closing ceremonies and the winner will receive fundraising credit for all funds collected. You may purchase as many wristbands as you'd like, but you must be wearing them when you cross the finish line.

Turning in Funds

Cash and Checks can be turned in at Teams Meetings, by mail, or in person at the Tacoma ACS office. Twenty events are managed from the Tacoma office and we want to ensure you receive credit for the funds you raise. If turning in funds to the ACS office, please include: Your Name, your team name and Relay For Life of Tacoma.

Tacoma American Cancer Society Office

Attn: Tacoma Relay/La Marco Mitchell
1313 Broadway Suite 100, Tacoma, WA 98402

Find us on the web

Event Website: tacomarelay.org | Facebook: facebook.com/tacomarelay | Twitter: twitter.com/tacomarelay

Instagram: [@TacomaRelay](https://www.instagram.com/TacomaRelay) | Snapchat: [snapchat.com/add/tacomarelay](https://www.snapchat.com/add/tacomarelay) | Pinterest: [pinterest.com/tacomarelay](https://www.pinterest.com/tacomarelay)



Relay For Life of Tacoma Team Challenges

Team Challenges are a fun way to motivate each other to recruit more team members and Survivors; involve small businesses through track sign sponsorship; light our track with Luminaria; and encourage every Relayer to become a member of the HOPE Club by raising \$100 or more.

Full challenge details are available at challenges.tacomarelay.org

Power Up Team Challenge

There's power in numbers. Power in the number of Relayers circling the track; power in the number of Survivors celebrating their victory over cancer; power in the Luminaria lighting our track in honor and remembrance of those lives touched by cancer; power in the sponsors who support our event; power in the Relayers raising the funds that will END Cancer; and for the winner of our Power Up Challenge, there will be Power in their Tent-site!

Details:

Your team members will have several opportunities to help your team earn entries, and a chance at an extra tent site with power!

- 1 entry - for every 5 team members registered online
- 1 entry - for every Survivor registered on your team
- 1 entry - for every 10 Luminaria sold - [Luminaria Tracking Sheet](#) Due April 13th
- 1 entry - for each \$100 [track sign sponsor](#)
- 1 entry - for every 5 team members who raise \$100

VIP Team Challenge

Imagine arriving at Relay to find your tent site set up and waiting. Also imagine getting to leave Relay 24 hours later without having to pack up and bring your tent home. Pretty sweet, huh?

Details:

Your team will receive 1 entry for every \$500 raised by 9:59PM, May 7th, offline donations must be received at the Tacoma ACS office by noon, Friday, May 5th. Limit 10 entries per team.

Prize:

The winning team will Relay in style from the comforts of our VIP Tent. This team will arrive to find a 10x20 tent set-up and decorated. They will also have power to charge their devices and comfy furniture to rest on between laps. At the end of their 24-hour stay, the winning team will collect their personal belongings and leave the tear down and clean up to us!

Questions: info@tacomarelay.org



RELAY FOR LIFE OF TACOMA LUMINARIA ACTIVITY

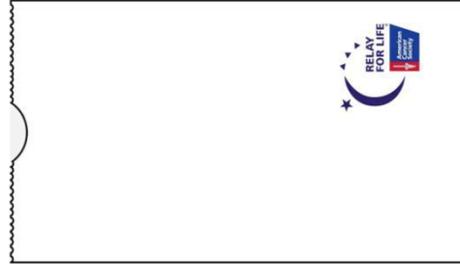
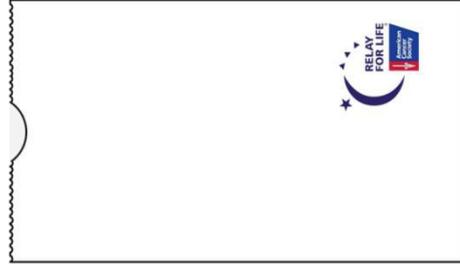
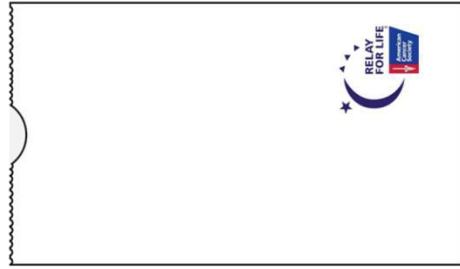
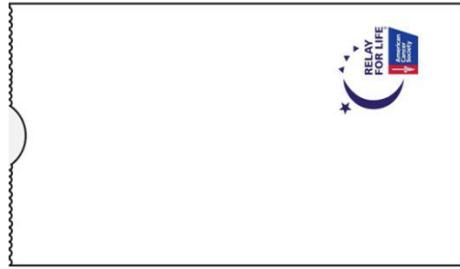
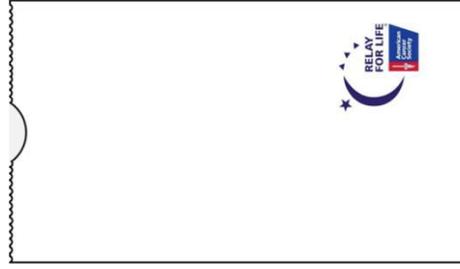
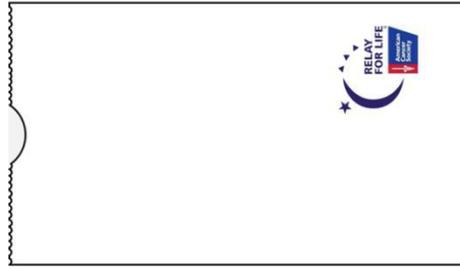
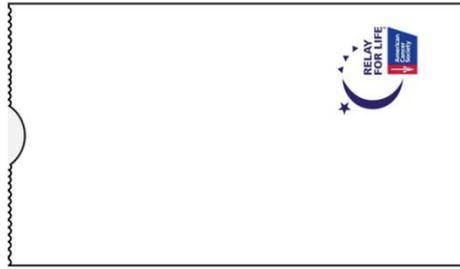
Receive one **Power Up! Challenge** entry, for every 10 decorated Luminaria your team brings to Relay.

To earn an entry: Please add names to the 10 bags below, to represent the bags you have decorated. To receive an entry, this sheet must be turned in at the February, March, or April teams meeting.

Luminaria make a great fundraisers! Invite friends and family to honor or remember someone whose life was touched by cancer, by making a donation and decorating a Luminaria.

TEAM NAME: _____

NAME: _____



Decorated Luminara may be turned in at any teams meeting or placed trackside by 8PM on June 2nd

Making a difference to help save lives from cancer in Washington

The American Cancer Society is working toward a world free from the pain and suffering of cancer. With **care, empathy, courage, determination, and innovation**, there's hardly a person or family that hasn't benefited, directly or indirectly, from our work.

In 2015, here are just a few examples of how we put dollars to work in Washington:

CARING AND EMPATHY

HELPING PEOPLE FACING CANCER TODAY



More than 5,600 requests from people looking for information, help, and support via phone, email, and online chats



Patient navigators helped guide more than 2,700 patients through the health care system



More than 2,400 nights of free or reduced cost lodging were provided



More than 4,300 rides to and from treatment



Helped more than 810 people manage the appearance-related side effects of treatment

COURAGE

HELPING PEOPLE TAKE STEPS TO STAY HEALTHY



Since 2011, funded more than \$654,000 through our CHANGE grant program, which is helping to reduce the unequal burden of cancer



Received nearly 48,400 visits to cancer.org from residents in our state



Our Community Investment grants help low-income Washingtonians. We've provided more than 4,000 mammograms in Renton and 610 colorectal cancer screenings in the Tri-Cities since 2014. In Spokane in eastern Washington, we provided 262 colorectal cancer screenings and in western Washington, we provided nearly 4,000 colorectal screenings in a one-year period.

DETERMINATION

RALLYING COMMUNITIES AND CREATING PARTNERSHIPS TO HELP SAVE LIVES



Our advocacy affiliate, the American Cancer Society Cancer Action NetworkSM, secured \$14.5 million in state funding for tobacco prevention and education, an increase over the previous budget.

INNOVATION

FINDING CANCER'S CAUSES AND CURES



More than \$9.5 million in cancer research grants are currently being funded in our state.

Funding cancer research to save lives

We are currently funding a researcher at the University of Washington who is applying her knowledge of virus biology to the development of liver cancer. Understanding why some patients can clear an infection while others cannot could help us understand how to prevent chronic disease and cancer.

The money raised at fundraising events such as Relay For Life and Making Strides Against Breast Cancer comes back to the community providing programs aimed at reducing the risk of cancer, detecting cancer as early as possible, ensuring proper treatment, and empowering people facing cancer to cope and maintain the highest possible quality of life. **For detailed information about Patient Services in other counties, please contact your local Mission Delivery Program Manager at 1-800-227-2345.**

Cancer Resource Centers

Cancer Resource Centers are located within health care facilities and are staffed with volunteers who can help with Society programs and services as well as refer you to community resources.

Located at St. Joseph Medical Center on the ground floor, near the cafeteria. To reach volunteers in the Cancer Resource Center, please call 253-426-4237.

Look Good...Feel Better

Through this service, women in active cancer treatment learn techniques to restore their self-image and cope with appearance-related side effects. **Many sessions available throughout Pierce County. Please call 1-800-227-2345 for more information and to register for the session nearest you.**

Reach to Recovery

Local Breast cancer survivors provide one-on-one support and information to help newly-diagnosed individuals cope with breast cancer. **Call 1-800-ACS-2345 to request a visit.**

Road to Recovery

This service assists cancer patients and their families with transportation to and from treatment facilities. **Call 1-800-ACS-2345 to schedule a ride.**

Patient Lodging

The American Cancer Society partners with hotels and motels in communities to help provide free or reduced cost lodging to patients travelling more than 50 miles to their cancer related appointments.

Patient Navigation Program

Navigators are professionals dedicated to helping newly diagnosed cancer patients, their families and caregivers navigate their cancer experience. All of our Patient Navigators are able to assist with a variety of requests including: cancer information, community-based resources, transportation, lodging, nutritional information and free wigs. **Located at MultiCare Tacoma General/Auburn Cancer Center, Nicole Killion can be reached at 253.403.0750 or Nicole.killion@cancer.org**

1-800-227-2345

Trained cancer information specialists are **available 24 hours a day, seven days a week** to answer questions about cancer, link callers with resources in their communities, and provide information about local events.

cancer.org

This user-friendly site includes a cancer resource center with in-depth information on every major type of cancer, as well as an email service to answer your cancer questions.

Cancer Survivors Network

Created by and for cancer survivors and their families, this “virtual” community is a welcoming, safe place for people to find hope and inspiration from others who have “been there.” **Available online at www.asccsn.org**

Pierce County Programs Need Volunteers!

If you are interested in volunteering with a Pierce County American Cancer Society Patient Services Program, please contact Corri Lewis at 253-207-5172 or Corri.Lewis@cancer.org

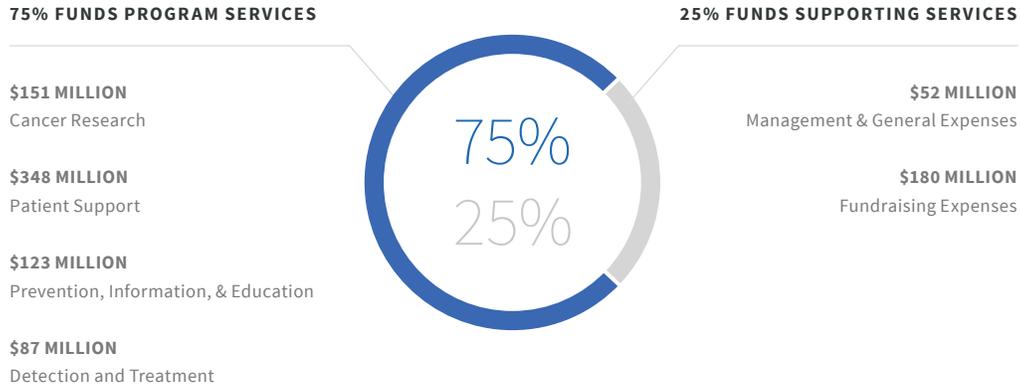
800.227.2345
cancer.org

THE OFFICIAL SPONSOR OF BIRTHDAYS.™

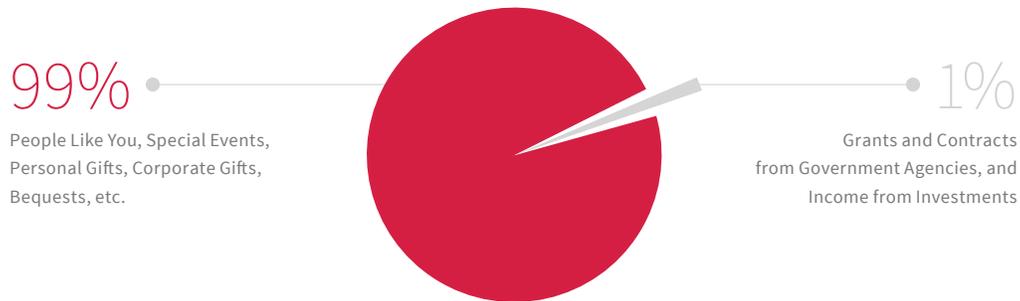


With your help, the American Cancer Society is saving lives that might otherwise be lost to cancer. We are committed to our obligation to spend donor dollars wisely. Here's a year-end glimpse at how your donations helped save lives every day — by the numbers.

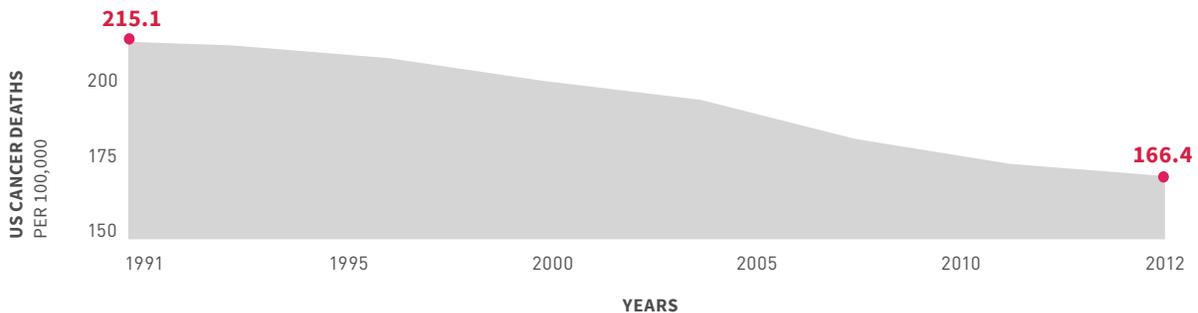
HOW WE SPEND THE MONEY



WHERE THE MONEY CAME FROM



We've seen a **23% decline in cancer death rates** since 1991. That's **1.7 million fewer cancer deaths.**





COURAGE

Helping people take steps to stay healthy

1.7

Million Outreach Interventions

to reduce the unequal burden of cancer

3,800

Corporate Partnerships

to increase awareness for our cause

500

Corporate CEOs and Leaders

making health and wellness a priority in the workplace

2

Million Volunteers

brought together to help save lives from cancer



DETERMINATION

Rallying communities and creating partnerships to help save lives

150,000

Petitions Signed

restoring \$2 billion in research funding to the federal budget

63

Municipalities Passing Laws

for smoke-free workplaces, restaurants, and bars

12

States Increasing Funding

for cancer research, prevention, and screening programs



INNOVATION

Finding cancer's causes and cures

\$95

Million in Funding

for cancer research grants

\$4.5

Billion Invested

in cancer research since 1946

800

Grantees Supported

at any given time throughout the country

1,000

Downloads per Day

of the Society's comprehensive publication of cancer data, *Cancer Facts & Figures*



CARING AND EMPATHY

Helping people face cancer today

1

Million Requests

from people seeking information and support

267,000

Nights of Free Lodging

at American Cancer Society Hope Lodge® facilities

50,265

Patients Helped

to navigate through the health care system

10,990

Peer Support Services Provided

to breast cancer patients

34,470

People Helped With appearance-related side effects of treatment

SUPPORT THE AMERICAN CANCER SOCIETY

Our vision is a world free from the pain and suffering of cancer. Together with our millions of supporters, we are getting closer to that goal every day. Together, we are stronger than cancer.

Learn More // cancer.org

Volunteer // cancer.org/getinvolved

Donate // cancer.org/donate





Team Captain Goal Setting Worksheet

Team Name: _____

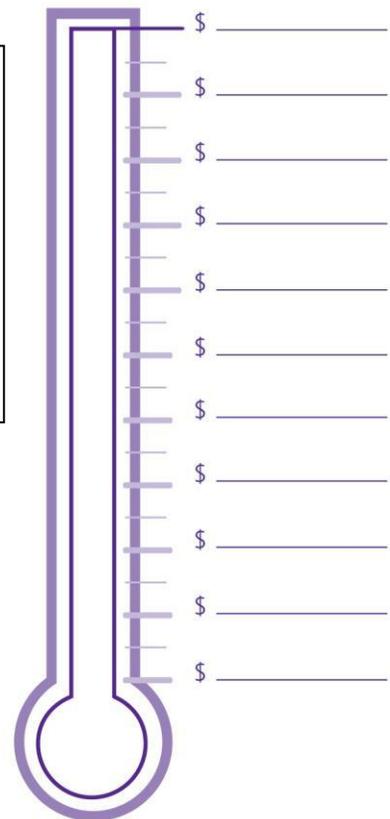
Team Captain: _____

2017	
Team Fundraising Total	\$ _____
Number of Team Members	_____
Average Per Team Member	\$ _____



Team Fundraising Goal

2017 Team Goals	
Team Goal for 2017:	\$ _____
Goal: Number of Team Members: ÷	_____
Average Per Team Member:	\$ _____



PROGRESS CHECK!	
	Amount Raised
February	\$ _____
March	\$ _____
April	\$ _____
May	\$ _____
June	\$ _____



Team Roster

Relay For Life of _____
 Team name: _____

This roster is for Team Captain tracking use only.

It is not an official event registration form or Hope Club T-shirt order form and does not need to be turned in to event staff.

	Team Members (Indicate Captains with **)	Phone	Email	Registered? (Yes/No)	T-shirt Size	Survivor (Yes/No)	Youth Waiver (Yes/No)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Register online at relayforlife.org or fill out a form from your event staff partner.



Relay For Life of Tacoma

Be a Terrific Team Captain

Invite People to Join your Team

- Ask friends, family, co-workers to join your team.
- Invite team members to ask their friends, family, and co-workers to join as well .

Have a team kickoff

- This is a great opportunity to introduce team members, set goals, make plans, and share your motivation for joining the fight against cancer.
- Set a team fundraising goal. We encourage you to set a goal of at least \$100/person.
- As a team, brainstorm ways to help each member reach their goal. Be creative; find something each person enjoys and find a way to turn that into a way to raise funds. Letter writing, Making the Ask on Social Media, a Team Yard Sale, Track Sign Sponsorship are just a few ideas.

Select a Co-Captain

- It's always good to find a co-captain to help you keep your team organized and motivated.
- Consider having a captain for fundraising and team support, and a co-captain to organize team logistics and plan for Relay Day.

Organize your team by forming team committees

- By engaging team members in a meaningful way, everyone feels like they are a valued part of the team.
- Fundraiser Planning. Team Baton, Tent Site, Luminaria, Road to Recovery Car Construction, Team Accounting are just a few of the possible areas where team members can help out.

Communicate, communicate, communicate!

- Plan regular team meetings, in person or through a Facebook group/group chat.
- Keep team members updated on event news, deadlines, and opportunities to get involved.
- Celebrate your team's accomplishments. Email or post on social media to share team successes or individual team member successes. Not only will this make your team members feel good, but it will motivate others to fundraise and get more involved.

Attend Teams Meetings and encourage your team to join you

- As the Team Leader it is important that you receive event related emails, and attend Teams Meetings. Teams Meetings are open to all so encourage your team to attend with you so they also get the information and inspiration shared.

Motivate, excite and enthuse your team!

- This is the most important thing you can do for your team. If you are excited, your team will be excited. If you set the tone by fundraising, your team will join you. Be their cheerleader and their biggest fan!
- Dedicate your team's efforts to a cancer survivor share information about the American Cancer Society programs and services
- Set a time for everyone to be at Relay at the same time. We suggest you plan for our Parade of Teams on Friday evening. This is our all teams lap where your team will be introduced, and also have a team photo taken under the start/finish line. Also ask Survivors you know to come to Relay and walk in the Opening Lap.

Have a Team Wrap Up Celebration

- Gather your team, post event, to celebrate your successes! This is also a great time to discuss what worked well and what could be improved.
- Distribute team awards: most fundraised, most laps walked, the no-sleep award and more. Make it fun for your team and celebrate each team member.
- Start planning for next year!



Relay For Life of Tacoma

How to Recruit a Terrific Team!

- **Get excited!** Your enthusiasm is contagious.
- **Relay is for everyone.** You don't have to be athletic to participate in Relay For Life. People will be walking, running, strolling, dancing, and wheeling around the track. **ANYONE** can be part of this great community event.
- **Arrange an employee presentation at work.** Lunch is a great time or at an all-employee meeting. Tell your co-workers what Relay For Life is all about. If you'd like a speaker from the American Cancer Society, just ask. Try to set up a challenge between departments or other locations. Ask your company to become a sponsor--your team will receive credit for the sponsorship funds donated.
- **Recruit your family and friends.** Build your team roster by including family members. It's a family affair! Other potential members can be found at your place of worship, doctor's office, neighborhood, etc.
- **Invite a friend to attend a Relay Meeting.** If you have someone who is on the fence about joining your team, bring them to one of our meetings and let us encourage them to get involved in the fight. Sometimes it takes seeing something to make you want to get involved.
- **Dedicate your team to a cancer survivor.** If you know someone who is dealing with cancer, why not pay tribute by dedicating your team to them? Also, invite cancer survivors to participate. The Survivors' Lap is for them.
- **Create a team theme.** Tap your creativity. Come up with a unique name and plan to decorate your tent city with props that match your theme.
- **Get the word out.** Put up Relay For Life posters and display the brochure to invite others to participate. Become your organization's Relay For Life champion.
- **Motivate your team.** Hold regular team get-togethers to build spirit and keep everyone informed. Share your Relay story to help connect them with why Relay For Life is important.
- **Set a team goal for fundraising.** Have each participant set a personal goal, and then set a team goal. Encourage team members to meet their goal by keeping in touch.
- **Get your team involved in the planning.** Figure out a team timeline and ask others to help with specific tasks. Tasks such as planning a team fundraiser, planning your tent site theme, decorating the team baton, creating a team banner or t-shirts are fun ways to get your team involved.



Relay For Life of Tacoma Team Captain's Checklist

- Sign up and set up your Team page online at www.tacomarelay.org
- Recruit your team. Talk to everyone you know in your company, congregation, neighborhood, clubs, school, and family, about Relay. This is how you'll form your team.
- Start fundraising early. **Teams must raise a minimum of \$150 in order to choose their tent site.** Encourage your team members to make a personal donation or start fundraising early to so you will qualify to choose your tent site early.
- Encourage team members to sign-up online and customize their personal fundraising pages.
- Help your team members set a goal for how much money they can raise.

Remember, to get a t-shirt each team member needs to raise a minimum of \$100. To guarantee t-shirt size/availability team members register online by April 30th and raise \$100 by May 15, 2017.

Follow up to see how they are doing and celebrate their progress!

- Hand out team member materials to each participant. You received some helpful information in your Team Captain's Packet; feel free to share it with your team. Share fundraising tips and encouragement and encourage your team to start fundraising early.
- Attend monthly Tacoma Relay Teams Meetings and encourage your team to join you. If you are unable to attend a meeting please make sure to send a member of your team in your place.
- Hold a team meeting to set a team fundraising goal, plan a team fundraiser, decide on tent site decorations & team t-shirts. Give purpose to your team – dedicate your efforts to someone who has been touched by cancer. Continue to hold team meetings to keep your team informed and motivated.
- Stay in touch with your team. Let them know what to expect when they come to Relay For Life. Give everyone a job to do and encourage them to stay for the entire event.
- Collect cash/check donations from your team members to turn in at designated times. Please keep a record of all funds turned in and compare your records to what you see online.
- Be a leader and help your team reach its goal. Challenge other teams.
- Attend Relay Wrap Up Party! Say THANK YOU to your team members and recognize their success!



Creative & Personal Thank You

Studies show you should tell someone “Thank You” seven times for them to truly absorb and recognize the compliment.

Thank you! • You’re awesome! • You rock! • Wow, what a help you are! • I could never have done this without you! • Where have you been all my Relay? • How did I get so lucky to find a Relayer like you?

Three Main Forms of Appreciation

1. Verbal Appreciation and Communication
Be personal and candid when stating your gratitude. A sincere “Thank You” specifically includes what the person or group did, and how much it helped your team.
2. Written Communication
A Simple “Thank You” letter or note
An Email or e-card, text, post on Facebook, or Tweet
Include a personal message
3. Small Gifts and Personal Gestures
Personalize the gift and design it to the person’s interests if you can. No matter what you choose, you are sure to brighten your recipients’ day!

Personal Awards for Team Members

Be sure to create unique awards to show your Relay team that you really see and recognize everything they’re doing to Fight Back!

- Team member that stayed up and active all night
- Team member who participated in theme laps, contests, and activities
- Team member who raised the most money
- Team member who had the most donors
- Team Member who sold the most Luminaria
- Top fundraising Rookie on your team
- Most outgoing team member



Team Captain Dashboard

Invite your friends and family to join your team, email team members, or promote your team using one of our pre-written messages, Facebook or Twitter.

Add Photos & Video to Team Page

Update your team story and share why you Relay!

The dashboard is titled "MY TEAM" and is for the "Relay For Life of Hope City" event. The team name is "Amy's Amiables".

At the top, there are navigation links: DONATE, RELAY FOR LIFE American Cancer Society, MY ACCOUNT, and JOIN ANOTHER RELAY. Below these are tabs for LEARN ABOUT RELAY, GET INVOLVED, FUNDRAISING, and SIGN OUT. A secondary navigation bar includes>Welcome, Amy, GO FUNDRAISE, MY EVENT, and MY TEAM.

The main content area is divided into sections:

- MY TEAM:** Features an "EDIT NAME" button.
- Team Actions:** Four buttons: INVITE FRIENDS, EMAIL MY TEAM, PROMOTE MY TEAM, and DONATE TO MY TEAM.
- TEAM PROFILE:** Includes a "VIEW PUBLIC TEAM PAGE" link, a team photo placeholder, and a fundraising progress gauge.
- Fundraising Progress:** A circular gauge showing "WE'VE RAISED \$220" out of an "OUR GOAL \$1,000" with "255 DAYS LEFT". Below it is an "ENTER CASH/CHECK DONATION" button.
- HOW WE RELAY:** A section for the team's story, currently containing a placeholder text about cancer and fundraising.

Edit your team name

Make a personal donation towards your team goal!

View/Edit Team Page

Update team fundraising goal

View and email your team members, and download a team roster

TEAM COMMUNICATIONS

Be the first to donate!

[\\$50](#) [\\$100](#) [\\$200](#) [OTHER](#) [DONATE](#)

[DOWNLOAD LIST](#)

[THANK ALL](#)

Name	Amt Raised	Date Received	Action
John Smith	\$100	9.6.2016	THANK

View

View and thank your team donors, and download a donor list

TEAM ROSTER

[DOWNLOAD ROSTER](#)

[EMAIL ALL](#)

Name	Amount Raised	Action
Tina Turner	\$10	EMAIL
Joe Schmo	\$80	EMAIL
Amy DelozierTest	\$50	EMAIL

See a complete list of team fundraising badges, including the ones your team has already earned!

OUR BADGES



Access additional fundraising resources from directly within your dashboard!

FUNDRAISING RESOURCES



EVENT CONTACT

PARKER LEWIS

parker@example.com

512 459 2222 or [view online help](#)



Participant Dashboard

Ask your friends and family for donations, share your personal page, and invite friends to join you at Relay For Life using one of our pre-written messages, Facebook or Twitter.

The dashboard is titled "MY DASHBOARD" for the event "Relay For Life of Hope City". It features a navigation bar with "DONATE", "MY ACCOUNT", "JOIN ANOTHER RELAY", "LEARN ABOUT RELAY", "GET INVOLVED", "FUNDRAISING", and "SIGN OUT". Below the navigation, there are tabs for "GO FUNDRAISE" and "MY EVENT". The main content area includes four action buttons: "ASK FOR DONATIONS", "SHARE MY PAGE", "INVITE FRIENDS", and "DONATE TOWARD MY GOAL". Below this is the "MY PROFILE" section, which includes a "VIEW MY PUBLIC PAGE" link, a "HOPE CLUB" badge, a profile picture, and a fundraising progress gauge showing \$195 raised towards a \$500 goal with 359 days left. At the bottom, there is a "WHY I RELAY" section with a text editor and a "VIEW MORE" link.

Add Photos & Video to Personal Page

Update your personal story and share why you Relay!

Make a personal donation towards your

View/Edit Personal Page

Update personal fundraising goal

My Communications

My Donors

[Manage Contacts](#)

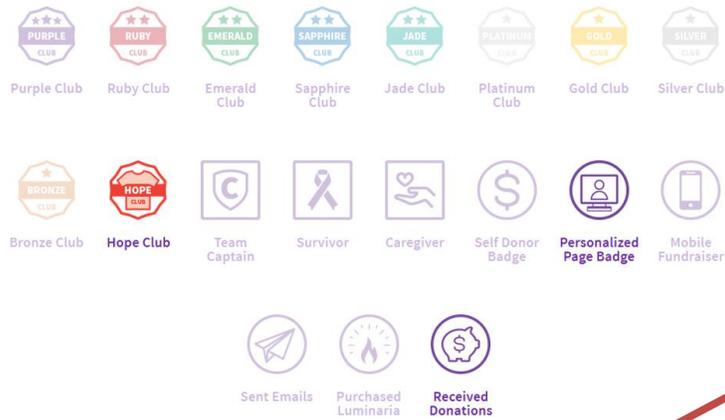
DOWNLOAD LIST		THANK ALL	
NAME	AMOUNT	DATE RECEIVED	ACTION
Michael Scott	\$35	9.6.2016	THANK
Ronald McDonald	\$150	9.6.2016	THANK
Sue Smiley	\$10	9.6.2016	THANK

VIEW

View and thank your donors, and manage your email contacts

See all available fundraising, activity and status badges, including the ones you have already earned!

MY BADGES



Access additional fundraising resources from directly within your dashboard!

FUNDRAISING RESOURCES



EVENT CONTACT

PARKER LEWIS
parker@example.com
512 459 2222 or [view online help](#)



Relay For Life of Tacoma Accounting Procedures

Accurate accounting is our top priority. Please follow the steps below to ensure all funds turned in are credited to the proper individual or team. If you have any questions or see something that needs attention please let us know immediately.

For assistance please contact:

- Stephanie Miller and Lori Jones - Accounting Co-Chairs, accounting@tacomarelay.org
- Lisa Grenier, Online Chair, webmaster@tacomarelay.org

Donation Types:

- **Online Donations** - Credit card donations made to an individual or team online. Online donations are instant, and will be added to your fundraising total after the donor has completed the donation process.
- **American Cancer Society Fundraising App** - Accept credit card, Check, and Paypal donations right from your smart phone. These donations will show up on your fundraising page almost instantly. 1. Download the app 2. Log in using the username and password you used to register for our event. 3. Follow the onscreen prompts to accept donations.
- **Cash/Check Donations** – Check/Cash donations are more commonly known as offline donations. Offline donations will be entered online by your 2017 RFL accounting team and will be posted approximately 2 weeks after they are turned in.
- **Matching Gifts** - Many companies offer matching gift programs to encourage employees to contribute to charitable organizations. Some provide matching funds to support employee volunteer hours. Most of these programs match contributions dollar for dollar, and some will even double or triple the amount of your gift! Check with your employer to see if they offer a matching gifts/volunteer hour program.

Matching funds/volunteer hours will be credited when the American Cancer Society receives notification from the corporate donor.

Accounting Best Practices

- All donations should be in a 2017 donation envelope filled out and sealed.
- All information should be printed neatly – **if we can't read it, the funds will be credited to general Relay donation (not to your team)**
- Donations can be split between multiple team members, but you must clearly mark this on your envelope.
- Keep a spreadsheet of your teams donations to ensure your team and each member received credit for the donations they turned in.
- Save your receipts from when you turn funds in. If our numbers don't match with yours, it's much more difficult (if not nearly impossible, as we process 20,000+ donations) to track it without the receipt

When and where can donations be turned in?

Donations can be turned in at all Teams Meetings/Bank Nights

Donations may be turned in at all Teams Meetings/Bank Nights. The 2017 Team Meeting/Bank Night schedule is below.

Please note: Teams Meetings are located at Jackson Hall Medical Center (314 Martin Luther King Jr Way, Suite 202) and the Bonus Bank Night/T-Shirt Pick-up will be held at Tower Lanes Entertainment Center (6323 6th Ave)

February Team Rally THURSDAY February 9 th	March Team Rally THURSDAY March 9 th	April Team Rally THURSDAY April 13 th	May Team Rally TUESDAY May 9 th	Bonus Bank Night WEDNESDAY May 24 th
Jackson Hall Medical Center 6:00 – Bank Night 6:30 – Teams Mtg	Jackson Hall Medical Center 6:00 – Bank Night 6:30 – Teams Mtg	Jackson Hall Medical Center 6:00 – Bank Night 6:30 – Teams Mtg	Jackson Hall Medical Center 6:00 – Bank Night 6:30 – Teams Mtg	Tower Lanes Entertainment Center 5:30 – 7:00 Open House / Bank Night

Donations can be dropped off at the American Cancer Society - Tacoma Office

Donations can be turned in at the American Cancer Society office in downtown Tacoma. The office is open Monday – Friday, 8:30am – 5pm and is located at 1313 Broadway, Suite 100, Tacoma, WA 98402.

Please put your funds in a 2017 donation envelope and include: Relay For Life of Tacoma, your Team Name, and who you would like to receive credit for the funds turned in.

Donations can be turned in at Relay For Life, June 2-3, 2017

Accounting will be open for you during these times:

Friday, June 2 nd	2PM - 9PM
Saturday, June 3 rd	9AM – 4PM

Additional Accounting Information

It is up to your team to decide how they would like to divide offline donations. If you would like to split a single donation between multiple team members, please clearly mark this on your donation envelope or include a completed accounting form. If you do not specify **exactly** how you would like the funds divided, they will be credited to your team.

Offline Donations will be uploaded to the site and verified within 2 weeks of receipt. If you notice any discrepancies or have any questions, please contact us immediately.

To access the online site | www.tacomarelay.org
For accounting questions | accounting@tacomarelay.org
For online donation questions | webmaster@tacomarelay.org



AMERICAN CANCER SOCIETY FUNDRAISING APP

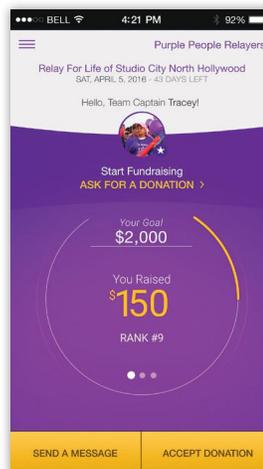
Collecting donations to help finish the fight against cancer has never been easier.

Help the American Cancer Society achieve our vision of a world free from the pain and suffering of cancer by downloading and raising funds with our official app. The all-new American Cancer Society FUNdraising app has been completely redesigned from the ground up. It's now easier than ever for event participants to raise and track donations and stay engaged with the American Cancer Society.

To start fundraising, register for a Relay For Life or Making Strides Against Breast Cancer event near you, then sign into the app. All donations collected appear simultaneously on the app and in your web event dashboard. You can accept personal or business donations and get real-time payment verification. Plus, users can attribute the donations to a registered individual, team, or event, as well as send receipts and thank their generous donors – all from within the app!

The app's new features will allow you to:

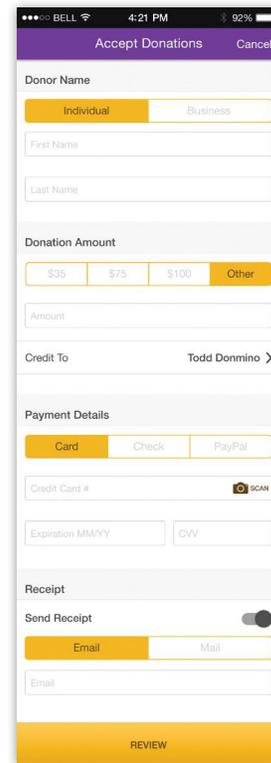
- Ask for donations and send donation reminders via SMS, email, Facebook or Twitter
- Easily and securely accept in-person credit card and check donations with your device's camera
- Utilize PayPal for easy, no-card-needed fundraising
- Set and update your personal and team goals
- Share your page and keep everyone updated on your progress via Facebook, Twitter, email or SMS



Home screen



Team screen



Payment screen

For customer support, call the American Cancer Society at 1-800-227-2345.

cancer.org





American Cancer Society Relay For Life Team Fundraising Goal Worksheet

How does your Relay For Life team set an attainable fundraising goal? It's easy to think big when you break your fundraising goal into smaller steps. Use this worksheet to figure out how much your team can raise.

Meet with your team.

Fundraising is the entire team's responsibility. Gather your team to discuss contacts, resources, and strategies that can increase your team's fundraising success.

Set individual fundraising goals.

Determine how much each of your team members will be able to raise individually through personal asks, writing letters, online fundraising, etc.

Brainstorm team fundraisers.

What fundraising ideas interest your team? How many fundraisers would your team like to do? Were past fundraisers successful? How can you improve them for this year? Visit relayforlife.org/relaynation to share your fundraising tips and learn from other Relay participants.

Add it up.

Use the table below to record individual and team goals and to determine your team's total fundraising goal.

Type of Fundraising	Planning				Team Goal
Individual and Online Fundraising (Pre-event)	Team Member Name	Online	Offline	Total (At least \$100)	\$
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
		\$	\$	\$	
Team Fundraising (Pre-event)	Fundraising Activity			Goal	\$
				\$	
				\$	
On-site Fundraising	Fundraising Activity			Goal	\$
				\$	
				\$	
Team Fundraising (Post-event / Year-round)	Fundraising Activity			Goal	\$
				\$	
				\$	
Total Fundraising Goal					\$



Relay For Life of Tacoma

Fundraising “Sales” Guidelines

One of the most treasured assets of the American Cancer Society is the non-profit status that is granted by the Internal Revenue Service (IRS). The American Cancer Society follows IRS rules, which states we may not sell products for profit. Sales of products, other than IRS approved American Cancer Society Daffodil Days and Holiday Cards, could result in the loss of our nonprofit status.

We’ve provided the guidelines below to assist you. If you have any questions, please contact your Relay For Life Fundraising Chair at fundraising@tacomarelay.org

We Cannot Sell...

- Anything with the American Cancer Society or Relay For Life logo and/or name on it. (Example: Items purchased from the Relay Gear catalog)
- Items that can be purchased from or returned to a store, vendor, or the internet. (Example: We **cannot** sell flip flops purchased from a store, vendor, or the internet. However, if you add glitter or other embellishments to purchased flip flops, you **can** sell them.)

But, We Can Sell...

- Homemade cookbooks (with Team Name only)
- Handmade crafts
- Food and beverages, both prepackaged and homemade (can be sold throughout the year, but **cannot** be sold on-site day of event)
- **In Honor, In Memory, and In Support** of Sun and Moon Donation Cards
- Services (car washes, yard work, house cleaning, etc.)
- Activities (bowling, skate parties, trivia nights, etc.)
- Garage/Yard Sales

Caution...

The American Cancer Society has very specific guidelines about raffles and chance drawings. As a non-profit organization, we must adhere to state and federal guidelines. Check with your American Cancer Society Staff Partner regarding the prospect of holding a chance drawing.

If you plan to hold a raffle or drawing, please email fundraising@tacomarelay.org for up to date rules and guidelines



Relay For Life of Tacoma Raffle Notice

Is your team planning to hold a Raffle or a Chance Drawing?

A Raffle/Chance Drawing is any game, where tickets are sold and a prize/prizes are awarded based on chance.

Raffles are allowed at Relay! In fact, Raffles/Chance Drawings can be a great way to fundraise.

Any team offering a raffle or chance drawing will need to follow the Washington State Gambling Commissions instructions/guidelines outlined in our "Raffle Packet."

If your team is planning to hold a raffle, please contact the Fundraising Committee for a Raffle Packet that will include all of the information and forms you will need to keep in compliance with the WA State Gambling Commission.

Remember we are here to help you be successful. If you have any questions, do not hesitate to contact us.

Email: fundraising@tacomarelay.org

Participate in our Event Wide, Relay Day Raffle!

Avoid the paperwork of holding a team raffle by submitting items for our Relay Day Raffle.

All teams are welcome to participate in our event raffle, to be held during Relay (June 2-3) Teams will submit up to 3 items for Raffle. We will take care of the rest. Team will receive \$1 for each ticket entered to win their item(s). To participate: teams must complete the online document at raffle.tacomarelay.org by May 15th.



Relay For Life of Tacoma

10 Easy Ways to Raise \$100

1. Donate \$20 to yourself and ask four friends to match your donation.
2. Ask 10 friends to donate \$10 each.
3. Ask a local business to become a track sign sponsor at our event. For just \$100, a sign displaying their business information will hang trackside where it will be viewed by thousands of Survivors, Relayers, and guests.
4. Send a letter to family & friends and share what Relay is, including your reason to Relay. Include a self-addressed, stamped envelope and a link to your online fundraising page. The easier you make it, the more likely they are to make a donation. Remind them that their donation is tax-deductible.

Send a letter from your child or pet. You may also want to send it to your childcare provider, vet, doctor, hairdresser, etc.

5. Make the ask via social media. Facebook, Twitter, Google+, etc. are great ways to ask friends and family for their support. Everyone has been touched by cancer in one way or another. Give them a chance to support your fundraising efforts.
6. Arrange for a dress down day at work. The ACS has stickers available. Anyone interested in wearing denim can pay a set amount, say \$5 per dress down day, perhaps you can arrange more than one day with your HR team.
7. Take a door to door approach with close neighbors and ask for their support.
8. Hold a can and bottle drive with spare change. It is amazing what people pull out of seat cushions.
9. Collect donations by selling suns and moons provided by ACS. Work with your employer or local area business owner that has supported you in the past.
10. Partner with other member of your team to hold a fundraiser. Bake sales, garage sales, restaurant take-overs, and car washes are great ways to reach your personal fundraising goal.



Relay For Life of Tacoma Fundraise with Luminaria

The Luminaria Ceremony is a life changing experience for Relay participants and our community. Each candle-lit Luminaria represents a life touched by cancer and the HOPE that, someday soon, cancer will be eliminated.

Help us to remember and honor those affected by cancer by including Luminaria donations in your fundraising efforts.

How Luminaria donations benefit your individual and team fundraising efforts

- Every dollar you raise through Luminaria donations will be counted in your individual and team fundraising totals, helping you reach your fundraising goals faster
- Luminaria offer a meaningful and caring way to ask for a donation in honor or in memory of a friend or loved one
- By securing 10, \$10 Luminaria donations, you can reach your first fundraising milestone of \$100 and ensure you receive a commemorative event shirt

How to Fundraise with Luminaria:

- Invite people to donate to Relay For Life by purchasing a Luminaria in honor or memory of someone whose life has been touched by cancer.
- There are three ways to sell Luminaria:
 1. Donors may purchase a Luminaria online, via your individual or team fundraising page, and it will be personalized and placed trackside by a volunteer.
 2. Donors can purchase a Luminaria from you in advance of the event. You can either personalize a bag on their behalf or give them a bag to decorate and return to you.
 3. Donors can purchase and decorate a Luminaria at Relay For Life on June 2nd.
- You will be responsible for each bag you sell offline. Decorated Luminaria bags can be turned in, along with the funds collected, at any of our meetings/bank nights. If you would rather place the bags track-side yourself, please bring them to Relay on June 2nd and place them track-side by 8:30PM
- Additional Luminaria bags are available at all team meetings
- Invite your donors to join us for our Luminaria Ceremony of Hope. This life changing ceremony will take place at Mt. Tahoma High School on June 2nd at 10:00PM



Relay For Life of Tacoma Track Sign Sponsorship

Track sign sponsorship is a great way to get local businesses involved with Relay For Life of Tacoma and bring fundraising dollars to you and your team.

A business interested in this level of sponsorship would make a \$100 tax-deductible donation to purchase a 2 x 2 track sign displaying their business name. This track sign will be displayed during Relay For Life of Tacoma, June 2-3 at Mt. Tahoma High School, where it will be viewed by approximately 8,000-10,000 participants, donors, and guests.

This level of sponsorship is perfect for your dentist, hair stylist, photographer, dog groomer, local coffee shop, Realtor, etc. This is a great way for them to support your fundraising efforts while also showing their company's support in the fight against cancer.

Individual Participants or a Team will receive credit for all sponsorship dollars they bring in.

How does it work:

1. The business wishing to become a Track Sign Sponsor for the Relay For Life of Tacoma will make a \$100 (tax-deductible) donation to an individual or team. The donation can be made online via your individual or team fundraising page or offline by cash or check.
2. You will then fill out the attached form below and turn it in at a Teams Meeting/Bank Night to submit this form online visit tracksignsponsor.tacomarelay.org
3. Once the donation has been confirmed, you will receive a confirmation email and a sign will be created for the sponsoring business.

SPONSOR INFORMATION:

Business Name : _____

Contact Name: _____

Address: _____ City: _____

Phone: _____ Email Address: _____

\$100 Sponsorship Fee Paid by: CASH CHECK ONLINE Date: _____

Participant Information:

Participant Name : _____

Team Name: _____

Email Address: _____

Please Credit this Sponsorship to

Participant Team

Please fill out both the sponsor and participant information above and turn in at any teams meeting or submitted online at tracksignsponsor.tacomarelay.org

HOPE CLUB MEMBERS FIGHT CANCER IN STYLE.

Raise \$100 and get the
2017 Relay For Life event T-shirt.

As a Relay For Life participant, you are challenged to raise \$100 or more for the American Cancer Society. By fulfilling your commitment to the cause, you will be recognized as a Hope Club member and receive the 2017 Relay For Life event T-shirt. Wear your shirt with pride at the event and throughout the year.



By raising \$100, your efforts could help provide:

a breast cancer patient
with **one-on-one peer support**
from a breast cancer survivor.

**10 rides to and
from treatment**
for a cancer patient.

a cancer patient and their caregiver
one night of free lodging at an
American Cancer Society Hope Lodge®
community when having to travel away
from home for treatment.

To guarantee your event t-shirt, you must register online by April 30th and raise \$100 by May 15th



RelayForLife.org | 1.800.227.2345



Relay For Life of Tacoma

Fundraising Ideas

Individual Fundraisers

Letter Writing

In this day of social media, text messaging, and instant emails, it's easy to forget the power of a handwritten note. Send a letter in the mail to friends, family, business associates, vendors, doctor, dentist, insurance agents, hairdresser, congregants, and co-workers asking for their support. Let them know why you Relay or dedicate your effort to someone you know. Include your story; heartfelt messages get the best response.

Online Fundraising

Fundraising is quick and easy when you use template emails and eCards available in your Relay Dashboard. With just a few clicks of your mouse, you can personalize and send template messages to your friends & family. A link to donate online will be included in each email & eCard you send making it easy for your donors to support you.

Hope \$100 Fundraising Activity

Ask friends, family, and co-workers to sponsor one of the 41 squares that spell the word "HOPE." In each square is a reason and dollar amount to support the fight against cancer. Have the donor sign their square and work to get every square sponsored. Once it is full you will have raised \$100! Hope 100 sheets can be picked up at any Teams Meeting.

Luminaria Fundraising Activity

Luminaria offer a meaningful and caring way to ask for a donation in honor or in memory of a friend or loved one. Our Luminaria kit gives you everything you need to sell 10 Luminaria and raise \$100 dollars. Donors can dedicate a Luminaria for a suggested donation of \$10. They can decorate one of the blank bags in the kit or if they prefer, you can decorate it on their behalf. Decorated bags can be turned in, along with the funds, at any Teams meeting or brought to Relay and placed trackside by 8:30PM, Friday, June 2nd. You don't have to stop after selling 10 bags. Additional bags and tracking sheets can be picked up at any Teams Meeting.

Virtual Bake Sale

Don't have a spot to set up a bake sale? How about reaching out to your social network, work group, or church mailing list, with the offer to bake and deliver their favorite treat in exchange for a donation on your fundraising page.

We have one Relayer who sends an email with an offer to bring fresh baked cookies for a donation. The email includes a link to the fundraising page and anyone who makes a donation gets 1 dozen cookies. Donations vary from \$5--\$100 with an average of \$20.

(No) Bake Sale Fundraiser

Getting ready for summer and don't want those extra calories but still looking for a great fundraiser? Try having a (No) Bake Sale. Share your reason to Relay and ask people to donate what they would have spent on a bake sale or on dinner!

Host a Clothing Swap

Do you have clothes cluttering up your closet? Chances are your friends do too. Host a clothing swap! Participants pay an entry fee and bring clothing to swap. You provide snacks and a fun relaxed area for people to trade clothing. It's a fun way for everyone to walk away with some fun new wardrobe pieces while raising money for a good cause.

Team Fundraisers

Restaurant Take-over

Many Restaurants offer fundraising take-overs. You bring in customers, and in return you receive a portion of the proceeds. Requirements will vary by restaurant to find the best fit for your team. We have included a few samples below. Terms are subject to change, please contact the restaurant for current information.

Round Table: Your team will receive 50% of the proceeds of the increase in sales for the whole day. This includes in-store, pickup, and delivery.

Moctezuma's Mexican Restaurant: Your team will receive 20% of the proceeds when people mention they are there to support Relay For Life.

Applebee's Flapjack Fundraiser: Applebee's will do all of the cooking while you run the front of the house (seating your guests, delivering food, filling drinks, and bussing tables.) Your guests will enjoy pancakes, eggs, bacon, orange juice & coffee. There is a 100 ticket minimum, so partner up with other teams and split the profit. Invite your friends to enjoy. You will sell tickets in advance for \$10, and \$5 from every ticket sold will go to your team. Flapjack Fundraisers are offered on Saturdays and Sundays 8 – 10AM. Increase your fundraising by offering Raffle items or Luminaria by donation

Bunco Party

Hosting a Bunco party is a great way to raise funds. Get creative with the promotion of your event and ticket sales. For example, you can charge a \$25 entry fee valid for entry to the game, and include free appetizers and beverages. Ask local businesses to donate gift cards or small prizes for the winners. Consider offering special deals if an entire table of 4 is purchased. Add to your fundraising by having a raffle and selling Luminaria bags.

Yard Displays

Place a purple toilet, plastic purple flamingos or out of season decorations (a giant pumpkin painted purple, a family of Easter bunnies, or perhaps a 12' inflatable Santa Clause) in the front yard of unsuspecting donors and request a donation to remove them. For an additional donation, the homeowners get to pick whose yard they are placed in next. You can also offer insurance so they don't wind up back in their yard. Please exercise good judgment when engaging in this activity.

Car Wash

The tried and true car wash fundraiser lives on! Find a place willing to offer you their space and then bring signs, buckets, sponges, towels, and soap. Advertise your car wash with flyers, ads on Craigslist, inserts in church bulletins, or by contacting your local radio station or newspaper. Be sure to wear your sunscreen, position enthusiastic Relay For Life sign-holders on the corners to encourage business, and enjoy the day!

Zumba-Thon or Fitness Class Takeover

Fun, laughter and Zumba moves! A fun-filled day of Zumba classes at a local gym is raising the bar on physical activity and fundraising. The Zumba instructor donates his or her time and participants pay a suggested donation of \$20 per class. This also works for Yoga, CrossFit, or any group fitness activity. This is a great way to fundraise, raise awareness and get in shape for the summer.

Relay Garage Sale

Pick a high-traffic location for your sale then gather items from team members. You can also ask friends and family to do a bit of spring cleaning and donate their unwanted items to your team garage sale. People are happy to get rid of items cluttering up their garage, especially if you offer to pick these items up. Use Relay yard signs and posters to identify it as the Relay For Life Garage Sale and draw more attention. Be sure to have a donation bucket at your pay station and encourage people to donate their change.

Corporate Teams / Office Fundraising

Dress Down Days

TGIF takes on a new meaning when you ask your workplace to allow employees to "dress down" in return for a contribution to your Relay team. Work out an acceptable dress code in advance - jeans are usually the casual garb of choice - then sell stickers to be worn on the appointed day.

Bake Sale

Everyone loves to indulge in a special treat during the work day, especially when it benefits a good cause. Pick a day to set up your bake sale and be sure to notify your co-workers in advance so they will have cash with them. Package items individually so people can try multiple items. You can have one price for each item or make it by suggested donation.

Food Bar Fun

Spice up lunch and raise money for your team at the same time. Salad bar, build your own potato bar, nachos, desserts, fruit bar, taco bar, sundaes...the list could go on and on! Your co-workers will gladly donate \$5-\$10 for a super tasty lunch or afternoon treat for a great cause!

Healthy Snack Sale

Promote healthy snacking and raise money at the same time. Instead of a bake sale, set up a healthy snack sale. Bananas, apples, oranges, grapes, dried fruit, granola bars, and trail mix offer a great mid-day pick-me-up for your co-workers. Like the bake sale, you will want to advertise in advance so your co-workers will have cash on hand. You can suggest a price per item or let them decide on their own donation amount.

Penny Wars

Compete against another Relay team or between departments in your workplace to see who can collect the most pennies for Relay. All silver and paper money in the penny jars count against the total number of pennies, so each team tries to sabotage each other's jars with bills and large coins.

Youth Fundraising Ideas

Little Artists Fight Back

Know any little artists who love to draw pictures? Many of us have been to an art show for adults but how about an art show for Little Artists? Who can resist the sweet little faces and heartfelt pictures that they create to fight back against cancer? So bring out the paint and let the creativity begin! Paintings can sell at any price or be auctioned off through a silent auction or art show.

Come and Get Your Lemonade

The lemonade stand lives on! Every weekend for the past month she has made lemonade, put out her nifty little Fight Cancer Relay signs, and watched the cars stop. Who could resist? Not only is she bringing in hundreds of dollars, she's such a hit she has even built up some regulars. Got to love it!

Neighborhood festivals, block parties, garage sales...tap into where the crowds are gathering for summer fun by setting up a lemonade stand.

You need kids for maximum impact so round up some irresistible cuties who can ask for one dollar donations for a glassful of refreshment. Make sure there's plenty of American Cancer Society Relay For Life signage at your booth so people know they're supporting a great cause and be sure to tell them why the lemonade is purple.

Pennies from Heaven

Did you know that one milk jug full of pennies weighs 35 pounds? And did you know that 30 pounds of pennies is equal to \$50? Have each class collect pennies to raise money for Relay For Life. Celebrate the final day with an ice cream party. Take pictures and present the Relay with a giant check from the school

Onsite Fundraisers

Raffles (formerly known as Chance Drawings)

Conduct a raffle at your tent site. Donated raffle items can include small appliances, gift certificates, etc. Please contact teams@tacomarelay.org prior to the event for guidelines.

Jail & Bail

For a suggested donation participants can have someone “arrested.” Participating “jailbirds” will be hauled into a jail cell for a 30 minute term. During that time, they call their friends & family asking them to make the donations they need to meet their bail (suggested \$25-\$100). If they do not meet their bail, they are required to sit in the “can” for another 30 minutes. It’s great fun to watch jailed Relayers, begging to be bailed out! Please contact entertainment@tacomarelay.org if you are interested in hosting this fundraiser.

Bra Pong

Get Active! Get Bras! Raise money! Create a “wall of bras” and challenge your fellow Relayers to land a ball in a bra. You can give small carnival prizes or allow winners to put their name in a drawing for a larger prize. What a great way to have fun while raising breast cancer awareness. Some events report Bra Pong as a top onsite fundraiser raising over \$1,500!

Guessing Jar

This quick and easy fundraiser is always a crowd favorite. Simply fill a jar with marbles, jelly beans, paper clips, or any other small, eye catching items. Participants will pay a fee to make a guess. The person who guesses the correct amount wins a prize. A great prize such as a gift basket or gift card will increase participation in your guessing game.

Use a sturdy jar with a tight fitting lid. Write the answer on a piece of paper, fold it up, and tape it to the inside of the jar lid so you can verify the correct number when you open the jar. Please display a list of rules including what will happen if nobody guesses the correct number or what will happen if multiple people guess correctly.

Add a Little Relay Bling

Looking for a way to add some pizzazz to that Relay tee that you worked so hard to earn last year? Want to freshen up a tee or two from prior years? Bling and Bedazzle it at Relay! You can have instructions and supplies so they can cut it, tie it, and add some bling! Their Relay tee can become a one-of-a-kind fashion statement in just a few minutes.

Ready, Set, Relay Set Up!

Ready to Relay but you don't want to set up your tent or are too tired to take it down? Never fear! The Relay Set-up Crew is here! For \$10, they will set up or take down your tent in a flash. This team fundraiser can be promoted pre-event so people can reserve their set-up or tear down crew. This is a great fundraiser for Scouts, high school, or large group teams.

Relay For Life of Tacoma Event-wide Raffle

All teams are welcome to participate in our event raffle, to be held during Relay (June 2-3) Teams will submit up to 3 items for Raffle. We will take care of the rest. Team will receive \$1 for each ticket entered to win their item(s). To participate: teams must complete the online document at raffle.tacomarelay.org by May 15th.



Relay For Life of Tacoma

Pat Flynn's Letter Writing Tips

Important points to remember when writing letters...the most successful method of fundraising

- Tell your story—share **WHY you Relay**...the more personal, the better.
- Dedicate your efforts to friends or family who have died from cancer or are waging their battle.
- Invite them to the Survivors' Lap. (6PM, Friday, June 2nd at Mt. Tahoma High School)
- Offer them the opportunity to purchase Luminarias and invite them to our Luminaria Ceremony (10:00pm, June 2nd at Mt. Tahoma High School)
- Include the nitty-gritty details like when you need a check back and where they're to mail it or give them a web address straight to your fundraising page.
- Set a deadline for returning the donation (should be at least 3 weeks before Relay)
- Consider enclosing a self-addressed (stamped or not) envelope for them to mail back the check.
- Keep track from year to year so you know who donated and how much they gave.
- Follow up with a Thank You! A timely thank you is the best way to get a donation next year.

Cancer Facts

- 1 in 3 people will face a cancer diagnosis in their lifetime.
- In 2017, an estimated 1,688,780 new cancer cases will be diagnosed
- For 100 years, the American Cancer Society has been leading the way to transform cancer from deadly to preventable.
- 25% decline in U.S. cancer death rates since the early 1990s. Today 2 in 3 will survive their cancer diagnosis
- Saving 500 lives everyday
- 14 million cancer Survivors in the U.S.
- Relay For Life is the largest fundraising event in the world. It is celebrated in over 6,000 communities and has raised over 5 billion dollars to date.

Invite your supporters to join you at Relay. June 2nd - 3rd at Mt. Tahoma High School
www.tacomarelay.org

Relay For Life Donation Letter Tips

When preparing a *Relay For Life donation letter*, it's critical to your success that you say certain things in your fundraising letter. So, when you are raising funds for Relay For Life or any other cause, use these tips to get the most from your fundraising letter efforts.

Make it personal

Refer to individuals that you know who are battling cancer or have lost the fight. People respond and relate to a personal cause.

Tell them where and how to donate. Don't forget to give them on the on-line link to donate. Lots of people love to donate online and will actually donate more if they can use a credit card!

Be original

An original letter including photos, a unique spin, etc. will get people's attention.

Early on, make the ask

Don't limit your donors, but ask for a specific range. A good phrase to use is to ask for \$10, \$20, \$50 or whatever your budget will allow.

Balance fact with feeling

Include items that match reason with emotion:

- What Relay For Life is (fact)
- Why you are involved and what it means to you (feeling)
- When your Relay event is and where the money goes (facts)
- Describe the Luminaria ceremony (feeling)
- Tell how to purchase a Luminaria to honor someone they love (fact and feeling)

Include a receipt on the back or bottom of the letter and a Luminaria sign-up form. Also, remind them to seek a company gift-match if offered.

Set a deadline

Give a ten-day deadline for response. People respond when there is a sense of urgency. Tell them to write the check to the American Cancer Society and send it to your address.

Include a photo

If you have a favorite photo taken at Relay; include it in your letter. Add it to the envelope or break up your words with photos. Remember a picture is worth 1,000 words. Use photos to show why you Relay.

Personalize with a handwritten note

Copy the letters and before stuffing into the envelope, handwrite in colored ink, on the top of the letter the person's name and a quick line, "*Hope you can support me!*" Sign it in the same ink to add the personal touch.

Invite them to the event

If you can get someone to experience Relay For, you will have a donor for life. In fact, you may even inspire them to join you in the fight by joining your team or starting one of their own.

2017 NATIONWIDE INDIVIDUAL FUNDRAISING CLUB



Thank you for participating in a Relay For Life event in your community.

Your commitment to raising funds on behalf of the American Cancer Society is truly appreciated. Thanks to your hard work in asking your friends, family, coworkers, and community for donations, we are helping save lives from cancer.

The Nationwide Individual Fundraising Club was developed to motivate and reward volunteers for fundraising excellence. You can review the list of levels and items below and work toward your favorite prize.

Good luck and happy fundraising!

BECOME A MEMBER OF THE HOPE CLUB!

Every dollar raised makes an impact. With the Relay For Life Hope Club, participants who make a serious commitment and raise \$100 or more will receive the 2017 event T-shirt to wear as badge of honor.



HOPE CLUB \$100

\$100

could help provide a breast cancer patient with **one-on-one peer support** from a breast cancer survivor.

\$100

could help provide **10 rides to and from treatment** for a cancer patient.



GRAND CLUB \$1,000
Taza quarter-zip 100% micro-polyester moisture wicking, antimicrobial finish



ALL STAR \$2,500
Flint lightweight, water resistant jacket

\$100

could offer a cancer patient and their caregiver **one night of free lodging** at an American Cancer Society Hope Lodge® community when having to travel away from home for treatment.

Bronze Level

\$250 - \$349



16 OZ. STAINLESS STEEL TUMBLER OR KOOZIE 12-PACK COOLER

Silver Level

\$350 - \$499



MOBILE CHARGER KIT - POWER BANK, POUCH AND USB CABLE INCLUDED OR PREMIUM LONG SLEEVE T OR 3/4 SLEEVE RAGLAN T-SHIRT

Gold Level

\$500 - \$749



CREWNECK SWEATSHIRT OR EVEREST BACKPACK

Please visit RelayForLife.org/fundraisingrewards for additional fundraising ideas!

Fundraising Club prizes are subject to change due to manufacturer availability. Redemption website will reflect current product choices should they change.

2017 NATIONWIDE INDIVIDUAL FUNDRAISING CLUB



Platinum Level

\$750 - \$999



FRENCH TERRY DOLMAN SLEEVE
SWEATSHIRT OR
DELUXE UTILITY TOTE

Jade Level

\$1,000 - \$1,499



WATER RESISTANT BLUETOOTH SPEAKER OR
FLIP FLAP INSULATED COOLER BAG

Sapphire Level

\$1,500 - \$2,499



PACK-N-GO PULLOVER OR
VELVAFUR THROW

HOW TO REDEEM YOUR INCENTIVE PRIZE

THANK YOU FOR YOUR FUNDRAISING EFFORTS!

Approximately two to three weeks after your Relay For Life event you will receive an email with the following in the subject line: *Your 2017 Relay For Life Fundraising Club certificate is here!* If you have changed your email address or do not receive a certificate, please contact your Society staff partner or event lead after four weeks.

Emerald Level

\$2,500 - \$4,999



BAG AND TOWEL SET OR
SAMSONITE ROLLING DUFFEL

Ruby Level

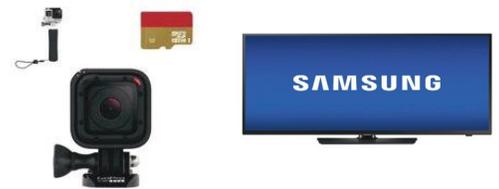
\$5,000 - \$9,999



JBL SYNCHROS E40BT BLUETOOTH
HEADPHONES OR SWIVEL CHAIR

Purple Level

\$10,000+



GOPRO HERO SESSION WITH MOUNT AND
SD CARD OR SAMSUNG 40" LED TV

Please visit RelayForLife.org/fundraisingrewards for additional fundraising ideas!

Fundraising Club prizes are subject to change due to manufacturer availability. Redemption website will reflect current product choices should they change.

**INTERNAL REVENUE SERVICE**

Ogden, IRS Center

Department of the Treasury

P.O. Box 9941, Ogden, Utah 84409

MS 6273

Refer Reply To: 0423291513
Date: January 31, 2012 3910CAMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
& FINANCE
250 WILLIAMS ST 4TH FLR
ATLANTA GA 30303

Taxpayer Identification Number: 13-1788491

Dear Taxpayer:

We received your request dated January 05, 2012, asking us to verify your Employer Identification Number 13-1788491 and name.

This letter confirms the parent and subordinate organization are exempt under Section 501(c) [3] of the Internal Revenue Code.

Parent Organization
Name: AMERICAN CANCER SOCIETY INC

Subordinate Organization

EIN: _
Name:

The EIN and Name on our records is 13-1788491 and AMERICAN CANCER SOCIETY INC NATIONAL HOME OFFICE.

Please provide a copy of this letter to your subordinate. A separate letter will not be mailed to the subordinate organization.

If you have any questions, please call us toll free at 1-877-829-5500. or you can write to us at the address shown at the top of this letter. If you write, please include:

1. A copy of this letter ,
2. Your telephone number and
3. The best hours you can be reached in the spaces below.

You should keep a copy of this letter for your records.

Telephone Number _____ Hours _____

Sincerely Yours,

Ogden Entity Department



Relay For Life of Tacoma Event Rules

Mt. Tahoma, and the Tacoma School District, generously donate the use of their beautiful stadium and school. In return they ask that we follow all posted rules and guidelines, including, but not limited to the ones below.

1. **NO** food or drinks (other than water) are allowed on the field or track (this includes the area inside the fence.) Food may be eaten in the food court, picnic area near bell tower, and in the Home and Away stands. For the enjoyment of all participants, please keep these areas clean.
2. **NO** tobacco, alcoholic products or firearms are allowed on school grounds (including the field, track, parking lot, RVs and vehicles.) Anyone found to be intoxicated or possessing tobacco, alcohol or firearms will be asked to leave.
3. **NO** food or beverages **of any kind** may be sold by teams during the event.
4. **NO** fire pits or open fires of any kind are allowed on school grounds (including the field, track, parking lot, RVs and vehicles) at any time. This includes heaters, generators, and BBQs. Generators and heaters contained inside of RVs are the **ONLY** exception.
5. **NO** pets or animals are allowed on school grounds (including the field, track, parking lot, RVs and vehicles) at any time.
6. Tents may be placed only in your assigned area. Your gear and tents need to fit within the confines of your 10 x 15 tent site. Please be respectful of your neighbor's space.
7. **No** stakes are allowed on the field. Tents are to be placed on tarps and held with weights. Please be mindful of the weather and be prepared to add extra weights if necessary.
8. **Participants under 18 years of age must have a parent or a chaperone in order to spend the night at the event.** Parents and minors must sign a release form.
9. **Wristbands will be issued to all participants.** Only participants wearing a wristband will be permitted to stay on the event grounds overnight (midnight – 7am.) *Participants under the age of 18 will have a different wristband. Please see wristband policy for more information.*
10. For safety purposes, only **Nerf-type balls** will be allowed on the field in the designated play areas. They must be kept off the track and out of the way of runners/walkers.
11. Team Captains are responsible for the actions of their team members and families. Please share and discuss these rules to your team members and guests, prior to the event.
12. **HAVE FUN!!**



Relay For Life of Tacoma Wristband Policy

For security reasons, the Relay For Life of Tacoma has a wristband policy to help identify its registered participants. **Between 12am and 7am, all participants at the event must be registered, and wearing a wristband.**

Wristband Policy for Friends & Family and Corporate Teams

Important Information

- Each member of the team must register at www.tacomarelay.org (there is no fee to register)
- Couples and families must register each person separately
- Youth under the age of 18 must also submit a Youth Liability Form – Due May 24th
- All participants must wear their wristband between **midnight – 7:00 am**

Wristband Pick Up

- Wristbands will be included in your team captain's packet (available for pick up at the Info Booth on Relay day) for each team member registered online, by May 23rd
- If someone joins a team after May 23rd, they can pick up their wristband, at the info booth, on Relay Day

Wristband Policy for Youth Teams

Teams with primarily youth participants: school teams, sports teams, youth groups, and youth service organizations

Important Information

- Each member of the team must register at www.tacomarelay.org by May 23rd
- All youth teams must complete the following prior to Relay:
 - Team roster – Bring to Relay for your reference
 - Youth liability forms (1 for *each* participant under 18) – Due May 24th
 - Chaperone forms (1 for every 5 youth participants) – Due May 24th
- There must be at least 1 chaperone for every 5 youth participants
Note: Chaperones must be over the age of 25 and a registered member of the team
- Youth, without a wristband, will be asked to leave the event between the hours of midnight and 7:00 am

Wristband Pick Up

- Wristbands will be available for **chaperones** to pick up, at the Info Booth, on Relay Day.
- Each chaperone will check in at the Info Booth, at the event before 10pm Friday, where they will be given up to 5 wristbands, one for each youth assigned to them. No wristbands will be distributed to individual team members.
- Chaperones must pick up wristbands before 10pm. Youth without a wristband will not be allowed into the event after midnight—**NO EXCEPTIONS!**

Thank you for helping us make the Relay For Life of Tacoma a safe, community focused event.
If you have any questions, or need assistance registering your team members, email teams@tacomarelay.org



Relay For Life of Tacoma

Walking Schedule

Relay For Life is a 24-hour event and we ask that someone from your team be present on the track for the entire 24-hours as we join together to: Celebrate. Remember. Fight Back.

Use the form below to schedule your team members' time on the track. You may also find it helpful to post a copy of the schedule in your tent during Relay.

Time:	Team Member:	Phone Number During Relay Event:
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		
12:00 AM		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12:00 PM		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		



Relay For Life of Tacoma Onsite Fundraising Application

Teams wishing to fundraise, at their tent site, during the 2017 Relay For Life of Tacoma must complete this application, and submit it for approval no later than **May 15, 2017**.

- **This is a Non Food/Drink Fundraiser Application. If your team would like to sell Food/Beverages you must fill out the Food/Beverage application and submit it no later than May 9, 2017**
- Onsite fundraisers include: games of chance, items for sale, raffles/drawings, etc. If you are taking money at your tent site, you **MUST** fill out this form.
- Teams holding an onsite raffle/drawing must also complete a Raffle Packet. For more information contact fundraising@tacomarelay.org (Avoid the paperwork by participating in our Event Raffle. For more information visit raffle.tacomarelay.org)
- This application can be turned in at any Teams Meeting or submitted online at **onsitefundraiser.tacomarelay.org**

Team Name: _____ Tent Site #: _____

Team Captain: _____

Contact email: _____ Phone: _____

Proposed Onsite Fundraiser *(Please give a detailed description of what you would like to sell)*

*Applications must be received by May 15th You can submit this application online at **onsitefundraiser.tacomarelay.org***



Relay For Life of Tacoma

Onsite Fundraising Food/Beverage Application

Teams wishing to sell food or beverages at the 2017 Relay For Life of Tacoma must complete this application and submit it for approval no later than **May 9, 2017** (there will be **NO** exceptions)

You may submit your application online at onsitefood.tacomarelay.org

Please note:

- Only teams approved in writing to sell food/beverages will be permitted to do so.
- Teams selling food/beverages must have a tent site outside of the track.
- Food/beverages must be in sealed packages (e.g. slices of pie, must be bagged and sealed)
- Food/beverages that need to be kept at a certain temperature cannot be sold.
- Water and electricity will not be available at your tent site.
- Barbeques, Gas/Propane Stoves, and/or Generators are NOT PERMITTED.
- Food Worker cards must be present at your on site fundraiser day of event and only those members of your teams with food worker cards will be eligible to handle food for the duration of your onsite fundraiser
- Your team fundraiser will be subject to a visit and inspection by the health department day of event.

Team Name: _____ Tent Site #: _____

Team Captain: _____

Contact email: _____ Phone: _____

Proposed Onsite Fundraiser (please give a detailed description of what you would like to sell)

*I understand that proposed fundraisers are subject to approval and that space is limited. I also understand that each member of my team who will be coming into contact with the food/beverage, including the sale of the food/beverages, must obtain a Food Worker Card and that copies of those permits must be submitted to the Fundraising Chairs no later than **May 24, 2017** and that failure to do so will result in the termination of this application.*

Signature: _____ Date: _____

Please return your completed application no later than May 9th. Applications can be turned in at any Teams Meeting or submitted online at onsitefood.tacomarelay.org



Relay For Life of Tacoma

Tent Site/Baton Judging & Last Tent Standing

Let your creativity and the judging criteria below be your guide as you decorate your tent site and baton for this year's theme – **BLASTING CANCER OUT OF THIS WORLD!**

BEST TENT SITE COMPETITION

Tent sites will be judged in three categories: Theme, Spirit, and Mission

Theme: With creativity and originality in mind, tent sites will be judged on embodiment of the theme.

Example: If it were a summer season theme, you might have a beach party with beach chairs, umbrellas, beach balls, palm trees, flip flops, sun and fun.

Spirit: Tent sites will be judged on Team and Relay Spirit.

Example: Do you have team shirts? Do your shirts incorporate your theme and convey both the team and Relay spirit? Are your team members active participants in your tent site decorations? Are they dressed in shorts and sunglasses?

Mission: Tent sites will be judged on how well you incorporate the mission into your design.

Example: If you are throwing a summer season beach party, you might highlight the importance of sun protection.

SIGN UP TO PARTICIPATE

Teams wishing to participate in the BEST TENT SITE COMPETITION, will need to sign up at the Info Booth, near the bell tower, by 6PM, Friday, June 2nd. There is no cost to participate in this competition, but we do need you to sign up in advance so we don't miss your tent site during judging.

BATON JUDGING

Batons will be judged on how well you represent the theme of our event. Creativity is greatly encouraged! The only rule is that batons must be constructed on the provided dowel (dowels are available at Teams Meetings.)

Baton Judging will take place on Saturday. You do not need to sign up in advance to participate. Exact time and location of the judging TBA.

LAST TENT STANDING

The Last Tent Standing Competition rewards teams who Relay to the end—the full 24 hours!

To enter this competition, your tent site needs to be completely intact prior to closing ceremonies, on Saturday. Sometime between 4:45PM -- 5:15PM a volunteer will visit your tent site. If it is completely intact, your team will receive a ticket for the drawing.

Once you have received a ticket, you may begin taking down your tent site. The tickets will be placed into a Grand Prize drawing and a winner will be drawn and announced at closing ceremonies; the winning team must be present at Closing Ceremonies to win.

More information about the timing of each contest will be available at www.tacomarelay.org as the event nears



Relay For Life of Tacoma

Road to Recovery Guidelines

What could be better than a human-powered, cardboard car race? A human-powered, cardboard car race that highlights a vital program that connects volunteer drivers with cancer patients needing rides to life-saving treatments. The American Cancer Society Road to Recovery program provides free transportation to and from treatment for people who have cancer who do not have a ride or are unable to drive themselves.

The Relay For Life of Tacoma, Road to Recovery Race and Parade will take place Saturday, June 3rd for specific race time/location please check the event schedule, as the event nears.

The Basics

- Road to Recovery Race is open to all registered teams and participants.
- Participating teams will need to construct one car prior to the event, and provide both a “driver” and a “patient” to participate in the Pre-Race Parade and Road to Recovery Race.
- You are responsible for taking your car with you at the end of the event

Constructing Your Car

- Cars must be constructed from a cardboard box/boxes; paper, glue, duct tape, and small staples may be used to hold the car together. Rope or straps may be added to help you carry the car.
- For the safety of our participants, you may not use wood, plastic, or metal parts.
- Cars must have 4 complete sides and be large enough to hold 2 people: a driver and a patient.
- Cars may not be motorized nor have any mechanical parts.
- You are encouraged to decorate your car. Please also make sure your team name is clearly displayed on your car.

The Parade

The Road to Recovery Parade is your chance to show off your car and build excitement for the big race.

The Race

- Drivers will start the race alone, in their team’s car.
- When the race begins, drivers will race to their patient’s home.
- The patient will join the driver in the car and together they will race to the treatment center.
- At the treatment center, the patient will exit the car and pick up a ticket (their treatment.)
- The patient will then return to the car and together the patient and driver will race back to the patient’s home.
- Once home, the patient will exit the car, and the driver will race to the finish line. The first driver to cross the finish line in their car will win that heat/race.

We hope your team will join in the fun by constructing a car and entering our Road to Recovery Race. If you have any questions on our race or would like more information on the Road to Recovery Program contact fundraising@tacomarelay.org

Questions please contact: fundraising@tacomarelay.org



Relay For Life of Tacoma

Mr (Miss) Relay Contest Rules

How it works:

Teams designate 1 team member (the contestant) to dress in drag and collect as much money as they can from their fellow Relayers, during the Mr.(Miss) Relay competition.

There will be an **optional** Talent Competition this year. This will be a great way to show off your Mr. (Miss) Relay before they go out to collect donations.

The Contestant that collects the most money will have the total sum of all money collected during the competition, donated to their team.

The Mr. (Miss) Relay competition will take place on Saturday, June 3rd. Please see event program for exact time and location of this fun competition.

Guidelines

1. Contestants must be a registered member of the team they are representing
2. Donations **MUST** be collected in a purse or bag, provided by the contestant
3. **This is a family friendly contest.** Keep it G-rated and remember to be respectful of your fellow Relay teams and their space.
4. Costumes will be reviewed (and approved) by the Entertainment committee prior to participation. Dresses must be knee length. If a costume does not pass inspection (i.e. too skimpy, too revealing, too provocative) contestants will not be allowed to participate until the issue is corrected
5. Have fun!

Thank you for helping us keep this fun event appropriate for Relayers of all ages

33rd Annual Relay For Life of Tacoma June 2nd & 3rd 2017



Theme: "Blasting Cancer Out of This World"

Here are some things to remember to bring to Relay

Camping Equipment

- Tents (remember we can't put tent stakes in the ground)
- Water jugs/sand bags to hold down tents
- Lawn Chairs and Loungers
- Sleeping Bags
- Flashlights/lanterns (battery powered only)
- Pillows

Clothing/Accessories

- Comfortable, lightweight clothing
- Layers for a cool night
- Sturdy, comfortable walking shoes (two pair)
- Rain Gear (it's Rain or Shine!)
- Socks, socks and more socks! (Bring at least three pair)
- Costumes for theme laps.
- Sunglasses and a hat

Entertainment

- Cards & Games
 - Books/Magazines
- We'll provide the rest!*

Fundraising Materials to turn in!

- Relay Materials not already turned in (Fundraising envelopes, Luminaria Forms, etc.)
- MONEY AND STUFF for on site fundraising (chance drawing baskets, special pins, etc.)

Food & (non-alcoholic) Beverages

- Snacks
- Cooler
- Dinner
- Utensils, Plates, Cups, Napkins, etc.
- MONEY for on site food vendors
- Drinks – lots of caffeine, water, etc.
- Trash bags to clean up
- **REMINDER – NO FOOD OR DRINKS ON THE TRACK. COOLER CHECK WILL BE PROVIDED!**

Healthy Things

- Sunscreen & Sun Visors
- Towels
- First aid kits with lots and lots of Band-Aids!

Things for your Team Theme

- Decorations
- Costumes & Team Spirit!
- Items and MONEY for onsite fundraising!

Miscellaneous

- RELAY SPIRIT, passion and energy!
- HOPE
- More Friends!
- Camera
- Cell Phone
- Your experiences, survivor stories, dedication

Important Times to Remember:

- **Team arrival/set up begins at 2:00 PM** - Teams may arrive and begin campsite set-up.
- **Survivor Registration Opens at 3:00 PM** –Day of event Survivor registration and pre-registered Survivor check-in area is on the visitor side of the field.
- **Health and Wellness Fair from 2PM to 8:00 PM, Friday** – Free to all participants and visitors
- **Opening Ceremonies begin at 6PM** and will be followed by the Survivor Lap and Survivor/Caregiver Dinner. Please plan to join us to cheer on our Survivors as they take their victory lap.
- **Luminaria ceremony begins at 10:00 PM** - Join us as we remember those we have lost and honor the Survivors in our lives.
- **Best Decorated Tent Site** –Judging will take place Friday.
- **Best Decorated Baton** – Judging will take place Saturday.
- **Fight Back Ceremony** – Saturday
- **Last Tent Standing** – Tickets will be distributed at approx. 4:45PM, Saturday
- **Closing Ceremony** - Begins at 5:45PM Saturday



Youth Participation Agreement

The American Cancer Society Relay For Life requires one chaperone older than 25 for every five youth team members. For this event, a youth is considered anyone younger than 18. In addition to completing and turning in this agreement, the youth participant must also complete an event registration form (either online or a scannable form).

Name _____ Birthdate _____
 Address _____
 City _____ State _____ ZIP _____
 Home Phone () _____ Email _____
 Cell Phone () _____
 Team Name _____ Team Captain's Name _____
 Chaperone's Name _____
 Chaperone's Phone Number () _____ Chaperone's Cell Phone () _____

In the event of an emergency, it might be necessary to reach a parent or guardian. Please print his or her name and phone number on the line below.

Parent's Name _____ Parent's Home Phone () _____
 Parent's Cell Phone () _____

Welcome to the American Cancer Society Relay For Life! We hope you'll have a great time as you raise money and help fight cancer. The American Cancer Society goal is to provide a safe, fun, and positive experience for all Relay participants. As a youth participant, you play a valuable role in attaining this goal. Please read through this participation agreement.

While participating, Relay For Life participants shall:

- Respect the individual rights, safety, and property of others
- Avoid displays of overly affectionate behavior
- Not participate in obscene and/or discriminatory language or roughhousing
- Not be insubordinate to chaperones or the leader in charge of the event
- Not possess or use weapons, alcoholic beverages, tobacco and/or illegal drugs at any event, activity, or meeting, or remain in the presence of individuals who possess or use these items
- Abide by all rules of the attended event, activity, or meeting
- Participate in activities to the best of his or her ability
- Notify a chaperone or staff person if he or she has concerns or medical needs during the Relay For Life
- Not engage in conversations or activities that are sexual in nature
- Not leave the event site(s) without permission from the chaperone, parent/guardian, and Event Chair

- Pay any costs related to damage or destruction of property that he or she incurs, including any property damage to other Relay For Life participants or to third parties. Such costs will be charged to the youth participant and/or their parent(s)

Disciplinary action

Penalties and/or disciplinary action for infractions of this code of conduct may include any or all of the following:

- Sending youth home
- Barring that member from future American Cancer Society activities
- Being held responsible for the cost of damages and repairs in the event of damage/destruction of property
- Releasing the member to the nearest law enforcement agency and/or the proper authorities for significant violations of state law

Team chaperones will notify parents of any actions taken.

By my signature below, I acknowledge receipt of this document and acknowledge that I have read and agree to abide by the guidelines in this document. I am aware that if I violate the agreement, the staff may, at their sole discretion, terminate my participation, and my parent/guardian will be contacted and required to provide me with transportation home at my own expense. Additionally, I understand that the American Cancer Society works with partner organizations and at its discretion may report any disciplinary action to partner organizations.

Youth Participant's Signature _____ **Date** _____

I give permission for my son/daughter to participate in the American Cancer Society Relay For Life and my son/daughter has completed and turned in the event registration form.

I give permission for my son/daughter to serve on the Relay For Life planning committee.

Parent's Signature (required) _____ **Date** _____

Join the Fight to End Cancer. Join Us. Join ACS CAN.



By taking action and joining ACS CAN, you will join a movement dedicated to ending cancer.

Join Relayers from across the country as we come together to fight cancer. We are BETTER TOGETHER!



MAKE YOUR VOICE HEARD!



Yes, I want to join ACS CAN in the fight to make cancer a top national priority!

(Mr., Mrs., Ms., Dr.) First Name

MI Last Name

Home Address

City

State Zip Code

Home Phone w/Area Code

Email Address

For example, janesmith@yahoo.com

Contributions or gifts to the American Cancer Society Cancer Action Network, Inc. are not tax deductible.

Event Name

Team Name

\$10 \$20 \$40 \$100 Other \$

Cash Check payable to: ACS CAN

American Express Discover Mastercard Visa

Credit Card No.

Exp. Date: Month Year

Signature

Your gift along with this form can be returned to:
ACS CAN
PO Box 720295
Oklahoma City, OK 73172-0295