



## **2015 General Information**



**Leavenworth County Relay For Life**  
**May 30, 2015**  
**Warren Middle School**  
**Noon - Midnight**

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## All the Basics – Date, Time, and Location

**Date:** Saturday, May 30th

**Time:** Noon - Midnight. The committee will start setting up around 6:30/7am. Teams that help us set up get first dibs on a campsite and can set up early. Teams that don't help can start setting up around 9:30am. All vehicles must be off the track by 11am. (See the Set-Up section)

**Location:** Warren Middle School Track and Cafeteria (3501 New Lawrence Road; Leavenworth, KS)

## Awards – Gordy Klatt and Hero of Hope

Submissions for the Gordy Klatt and Hero of Hope awards must be submitted using the appropriate form. You can download the forms from the Relay For Life Website (click [here](#)). Submissions must be emailed to [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com), Heather Seute ([heather.seute@yahoo.com](mailto:heather.seute@yahoo.com)) or Amie Walter ([amie.walter@cancer.org](mailto:amie.walter@cancer.org)) by May 1, 2015.

## Bank Night

Bank night will be April 15. The location has not been determined but we're hoping to use the Leavenworth Library from 6:30 – 8pm. This is not a formal meeting so teams may stop by at their convenience.

## Bark For Life

We will hold our 3rd annual Bark For Life event on October 3, 2015 at the Waggin' Tails Dog Park on the VA Hospital grounds. The 2014 event was a success as we raised over \$1,100 in our fight against cancer. Bark For Life is a great way to fight cancer with your best fur-friend!

## Campsites

Campsites are first come first serve with preference given to teams that help the committee set up (See the Set Up and Basics sections of this document).

Teams can decorate their campsite! It's not required, but it can be fun. Teams may follow the Relay Theme (see the Theme section), go totally purple, or come up with their own creative idea. (Please see the Items Permitted at the Relay Event and the Items NOT Permitted at the Relay Event sections.)

## Ceremonies

**Opening Ceremony** starts at noon.

**Fight Back Ceremony** starts at 3:00p.

**Luminaria Ceremony** starts at 10pm.

**Closing Ceremony** starts at 11:45pm.

## Clean up

Clean up officially starts at midnight. Vehicles will be permitted on the track at that time. Everyone's assistance in cleaning up committee areas is greatly appreciated.

## Committee Members

Your 2015 Committee Members are:

Heather Seute – Event Chair

[Heather.Seute@yahoo.com](mailto:Heather.Seute@yahoo.com)

913-680-4292

Breana Wendel

913-486-8273

Manny Olmos

Sonia Freeman

Debra Taylor

Haley Russell

Amie Walter – ACS Staff Partner

[Amie.Walter@cancer.org](mailto:Amie.Walter@cancer.org)

816-218-7151

Jenny Alsman

913-306-3895

Jason Wendel

Harlan Rimmerman

David Taylor

Eli Parks

## Committee Members – Wanted!

Your 2015 Relay For Life event planning committee could use a few additional committee members to help with:

Soliciting donations

Team Recognition

Event Logistics

Survivor Brunch

Contact us at [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com) if you're interested in joining the committee! If the above areas are not of interest to you, but you still want to help, let us know. We will find a job for any volunteer.

## Contact Us

The committee has a shared email address that we encourage teams to use. Several of us check this email and it's probably the fastest way to get a response. The email address is [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com).

Communications from the committee to the teams will also come from this email address so be sure to add it to your "safe sender" list.

## Dogs, Pets, and other non-service animals

Non-service animals (pets) are not permitted at Relay For Life events. Service animals are permitted at Relay For Life events.

The Committee and ACS staff members will ask owners to remove their pets from the event. This is as much for the animal's safety as the safety of participants. Most pets are great around people but the stress of being around a large, loud group of strangers can frighten even the friendliest animal. For their safety, we ask that you leave them at home.

Please see the Bark For Life section for details about our special events just for dog – Bark For Life!!

## Fundraising – Onsite

Teams are welcome to/encouraged to fundraise at their campsite. This can be anything from selling something (food, non-alcoholic beverages, bracelets, shirts, etc), to hosting games for a donation, to anything creative you can come up with (that's legal and non-alcoholic!).

See our [Facebook](#) page for fundraising ideas.

You can also find fundraising ideas on [Pinterest](#).

## Fundraising – In the Community

Teams are encouraged to fundraise within our community! This can be anything from a bake sale or car wash, to a parents-day-out event or a game night. Check out these resources for ideas: [Pinterest](#), [Pinterest 2](#), [ACS Resources](#), and [ACS Resources 2](#).

Please send us a flyer about your fundraiser! We will advertise for you on our Facebook page and the Relay's website. Be sure to do your own advertising – email friends and family, hang flyers in public places like libraries, stores, and churches (with permission, of course!). If you don't have the time or skills to create a flyer, send the information below to us and we'll create it for you!

Name of Fundraiser	Your team name
Contact Person Name (email/phone number)	Date
Time (start and end, if applicable)	Location (with an address)
Other important detail	

## General Guidelines for Warren Middle School

Warren Middle School and the Leavenworth County Unified School district have graciously allowed us to use their facilities at no cost (which means more money goes to fighting cancer). In appreciation for their generosity, we ask participants to treat the facilities (track & surrounding grassy areas, cafeteria, and parking lots) better than you would treat your own home.

Warren Middle School is a great, central location, and the facilities are a great fit for our event. In order to continue to use the space, we must leave it better than we found it. All trash and personal items must be removed prior to leaving the space.

## Goal Posts

Participants are not permitted to climb on the goal posts. Those caught doing so will be asked to get off of the goal posts. Underage, repeat offenders will be escorted to their campsite/parents. Adult repeat offenders may be asked to leave the event. We want everyone to have fun and enjoy the event. We don't want anyone to get hurt.

## Hotels

The committee has not contracted with local hotels for a special rate or a reserved block of rooms. If you have out of town team members and are interested in the committee exploring this option for 2015, please email us [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com).

## Items Permitted at the Relay Event

Tents and Canopies	Grills <sup>1</sup>
Chairs	Tables
Coolers & ice	Generators (that are not super noisy)
Certified service animals	Strollers <sup>2</sup>
Sleeping bags	Water
Non-alcoholic beverages	Eating utensils

This list is not all inclusive. We encourage teams to bring items they may need to be outside (in any weather condition) for 12 hours. Please see the list below for items that are not prohibited.

## Items NOT Permitted at the Relay Event

Pets of any kind <sup>3</sup>	Alcoholic beverages
Scooters <sup>4</sup>	Roller blades and skateboards
Glass beverage containers	Open flames and fire pits
Firearms and weapons of any kind, including conceal carry firearms	

This list is not all inclusive. Any participant seen with an item deemed dangerous or inappropriate by a committee member or ACS staff partner will be asked to remove the item from the event.

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<sup>1</sup> Grills are used for cooking. Open flames used for anything other than cooking are not permitted.

<sup>2</sup> Due to the limited width of the track, participants are encouraged to bring smaller strollers.

<sup>3</sup> Licensed service animals are permitted.

<sup>4</sup> Scooters used as a personal mobility device are permitted.

## Meetings – Committee

All committee meetings will be held at the Leavenworth Library (unless otherwise noted) and will start at 6:30pm. Team members are welcome to drop in at committee meetings to pick up materials or ask questions. Committee meetings will be held on the following dates:

January 14	February 11
March 11	April 8
May 6	May 29**

\*\*The May 29 meeting location will be determined later. We may hold this meeting at the event location.

## Meetings – Team Members

Our Team Meetings will be themed this year – Somewhere Over the Rainbow. At each meeting, we'll recognize a type of cancer and its corresponding color. All meetings will be held at the Leavenworth Library (unless otherwise noted) and will start at 6:30pm. Team Meetings will be held on the following dates:

January 8	January 21
February 18	March 18
<i>April 15 (Bank Night @ St Paul Lutheran Church)</i>	May 13*
Wrap Up Meeting: June 18	

\*Meetings with a \* by them have not been confirmed with the Leavenworth Library yet.

## Parade – St. Patrick's Day

We normally have a float in the St. Patrick's Day parade. If you're interested in participating – either walking or helping with decorations – please contact us at [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com).

The parade is Tuesday, March 17, 2014. We'll probably meet on Monday, March 16 to decorate the float.

## Registration – Table at the Relay Event

Teams will check in at the Registration Table prior to setting up their campsite. At the Registration Table, teams will turn donations and can pick up any fundraising club signs they may have qualified for.

We're asking teams to turn in all fundraising money prior to the event so we can track how much is raised at the event.



## Registration – Team Members

Our goal is to have 550 registered participants!

It is best if all team members are registered online before the event. It helps for tracking purposes and helps us meet one of our goals to be a 5 Star Relay. We will also have paper registration forms available the night of the event for those without internet access.

If you need assistance with online registration, please contact us [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com) or ask at any Team Meeting.

## Relay Resources Online

The relay's website is <http://www.relayforlife.org/leavenworthcoks>. The website contains information about upcoming team fundraisers, meeting info, and anything else we think teams might find useful. Feel free to send us suggestions! This is your website and we want to make sure you find it useful.

The Relay also has a Facebook page [www.facebook.com/relayforlifeofleavenworthcoks](http://www.facebook.com/relayforlifeofleavenworthcoks). We post team fundraiser information, fundraising ideas, inspirational quotes, meeting reminders, mission information from ACS, etc. Again, if you have suggestions or feedback, send it to us! This is also your page and we want you to find it useful.

We also have a few boards on Pinterest – [Fundraising](#), [Sponsorship Reasons](#), [Fundraising Around Town](#)

Our email address is [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com).

## Set up

Teams may begin setting up their campsites at 9:30am. Teams who assist the committee in setting up for the event, and are on the track ready to help no later than 7am, may claim their campsites early and begin setting up as soon as committee set up is finished.

All vehicles must be off the track by 11am.

All teams will enter the track from the East side and check in at the registration table first. At registration, teams will turn in donations and pick up any fundraising club signs they have qualified for. We're asking teams to turn in all fundraising money prior to the event. (Please see the Bank Night section). ACS has asked us to track how much money we make during the Relay event.

## Smoking

Smoking is not permitted inside the track, on grassy areas near the track, or inside Warren Middle School. Smoking is permitted in personal vehicles and parking lots. Please dispose of trash in the appropriate containers. Those smoking near the track will be asked to relocate to the parking lot or to a personal vehicle.

## Special Laps

The Survivor Lap will start at 12:45pm, right after opening ceremony.

The Caregiver Lap will start at 4pm.

## Survivor Brunch

This year's survivor meal will actually be brunch so that our Survivors can lead the opening lap for us! Brunch will be served starting at 10:30am in the cafeteria at the school. As always, the meal is free for survivors and a caregiver. We will have golf carts to transport survivors between the cafeteria and the track. An invitation flyer has been mailed to our survivors so they can RSVP. If you know a survivor that has not received an invitation, PLEASE contact us at [relayforlifelvctyks@yahoo.com](mailto:relayforlifelvctyks@yahoo.com) so we can formally invite them.

## Team Paddles & Lap Counting

We count laps so the teams know how many miles they walked! The team with the highest number of laps during the event generally gets a prize<sup>5</sup>.

Each team can decorate a "paddle" (also known as a Spirit Stick or Spirit Paddle) and a committee of survivors will select a winning paddle. Paddles must be turned in at the Cafeteria prior to the survivor meal for judging. Teams may make a plain paddle (piece of cardboard with the number written on it secured to a stick) to carry while their decorated paddle is unavailable. Each team can only have one paddle on the track at any given time.

Paddles should be no bigger than 12x12 inches. The team number must be clearly visible. The event chair will provide each team with a number at Bank Night (see the Bank Night section).

## Theme

The theme for our 2015 Relay For Life event is: Somewhere Over the Rainbow

Teams are encouraged to decorate their campsites using the theme. We're also using this theme at our Team Meetings. We'll highlight a cancer type and its corresponding color.

## Trash

Trash receptacles will be provided at various locations around the track. Teams are encouraged to have their own trash receptacles at their campsites as well.

Teams are **REQUIRED** to remove any and all trash from their campsite prior to departing the event. Last year, the committee cleaned up a lot of luminaria trash after the event. Teams should clean up their own luminaria bags and anything used to weight them down. Remember, we want Warren Middle School to continue to allow us to use their facilities for free. We need to treat the track and grounds better than we'd treat our own yard.

## Vehicles

Vehicles are permitted on the track for set-up and clean-up purposes only. All vehicles must enter the track from the east side. All vehicles must be removed from the track by 11am (an hour before the opening ceremony) for safety reasons. Vehicles will be permitted on the track shortly after midnight for clean-up.

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<sup>5</sup> Prizes are not guaranteed as they are dependent on what the committee can get donated from the community.



# Relay For Life of Leavenworth County 2015 Deposit Slip



**Team Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Is this a Team Donation?**

Yes

No

If no, you **must** credit a team member(s) using the grid below.

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

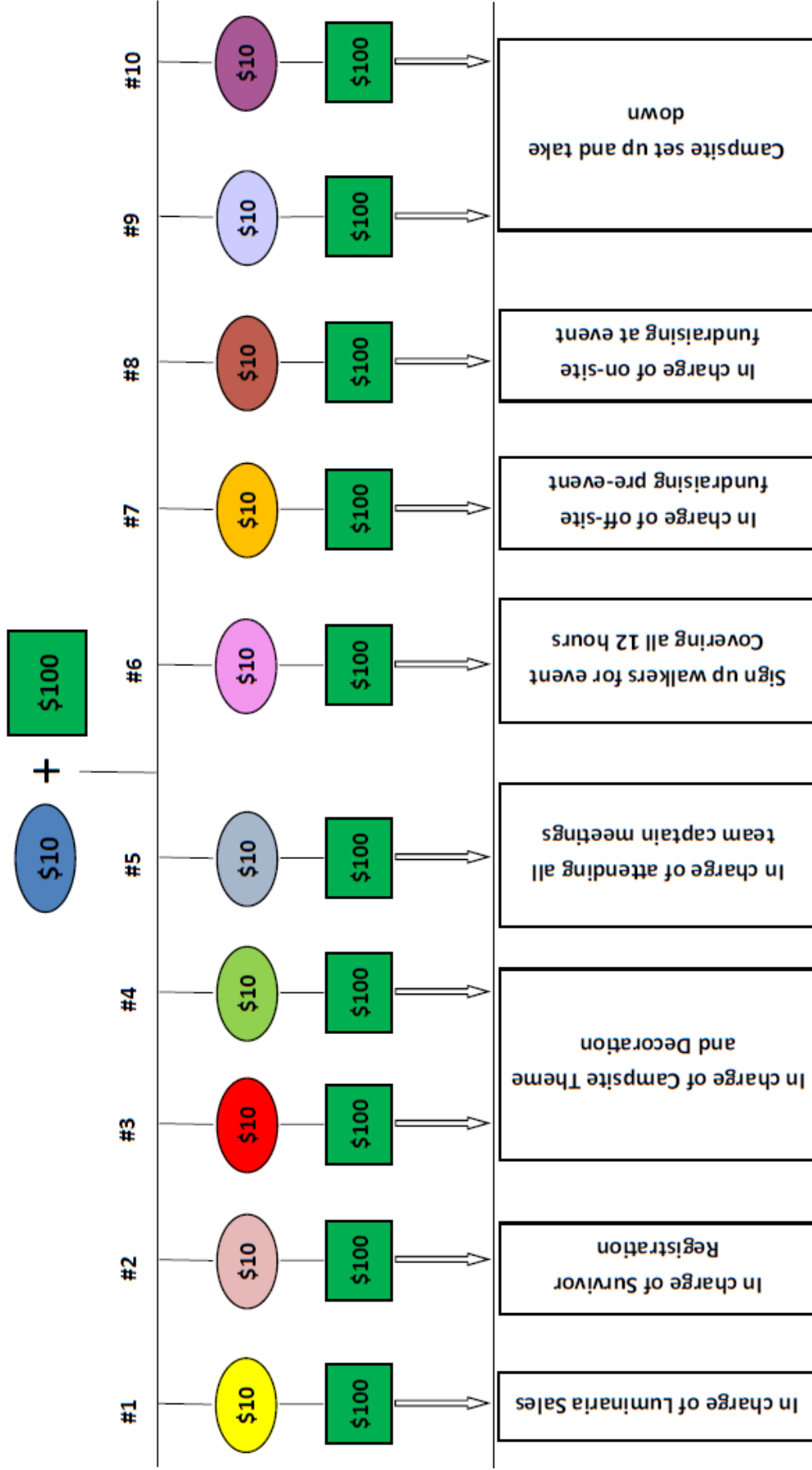
Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Team Member Name: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

# Team Captain Delegation Made Easy



- Each Team member contributes \$10 each to go towards team registration\*
- Each Team member raises \$100 from friends, family and/or self\*
- Each Team member is in charge of the assigned task

\*Note: After all members have turned in their \$10 for registration and \$100 for individual fundraising, the Team has already raised \$1100 prior to your fundraising group activity

**When Team Captains delegate, it spreads out the work for all team members! That is why you are a TEAM!!**