



AMERICAN CANCER SOCIETY RELAY FOR LIFE

Celebrate.

Remember.

Fight Back.

RELAY FOR LIFE 101

- **What is Relay For Life?**

- An event that gives everyone in communities a chance to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease.
- At Relay, teams of people camp out and take turns walking or running around a track or path. Each team is asked to have a representative on the track at all times during the 24 hour event representing the fact that cancer never sleeps.
- Relay began in 1985 when Dr. Gordy Klatt, a colorectal surgeon in Tacoma, WA, ran and walked around a track for 24 hours to raise money for the ACS. Since then, Relay has grown from one man's passion to fight cancer into the world's largest movement to end the disease. Each year, more than 3.5 million people in 5,000 communities in the US, along with additional communities in 20 other countries, gather to take part in Relay.

- **What happens at Relay?**

- **Our Relay begins with an Opening Ceremony and Team Banner Lap.**
- **Each year we hold a Campsite Decorating Contest.** Teams can participate by decorating their campsite in the Event's theme.
- **Other Event Day Contests may include:**
 - **A Miss-ter Relay Pageant** – Male Team Members register to dress up and compete in a Miss America- type beauty pageant. The contestants are judged on various things, including the amount of money they raise while walking the track in their finery!
 - **A Chair-ity Auction** – Teams can donate a chair to be auctioned in a Silent Auction. Winner is the chair that receives the highest bid and that team gets 100% of that amount credited to their team. All other contestants receive a percentage of the final bid. The chair can be decorated using the Event's theme, or painted, or even just a nice rocking chair!
- **Children Walking For A Cure Program – 12 PM to 2 PM**
- **Celebrate** – The Survivors and Caregivers Celebration/Lap
 - Survivors are the guests of honor at every Relay
 - Definition of a Survivor – Anyone who has lived 1 day with cancer.
 - Survivors attending the celebration receive a free t-shirt and gift and food.
 - Make sure you give every Cancer Survivor you know a Survivor Celebration RSVP form so that they can register to attend the event.
 - Survivors who are also members of a team must also complete a Survivor RSVP form in addition to the Participant Registration/Waiver form to be registered for the Survivor Celebration.
 - Survivor Celebration begins at 6:00 PM

- **Remember** – The Luminaria Ceremony – 9 PM
 - As darkness falls, the night is brightened by the glow of illuminated bags called luminaria, each bearing the name of someone who has battled cancer. **In Memory** of those we have lost and **In Honor** of those loved ones who are Survivors.
 - Luminaria sales count towards a team's fundraising total, **if purchased prior to the day of the event.**
 - Cost – a suggested minimum **donation** of \$5 each.
 - Complete order form – always use form & Luminaria money envelope to turn in (You can turn in orders at monthly meetings or mail to the ACS office.)
 - IMPORTANT: When completing the form, PLEASE PRINT. It's very important that the Luminaria Committee can read the name of your loved one when preparing for the event.
 - Luminaria purchased on the day of the event will be placed in order at the end and will not be in alphabetical order.
 - Always make sure that everything you turn in has the name of our Relay – Latrobe (there are 7 in Westmoreland County) your team name and the name of the team member who is to receive the credit.
- **Fight Back!** – The Fight Back! Ceremony
- **How to be a great Team Captain!**
 - Attend Team Meetings or send another Team member in your place, or better yet, bring your team members along with you to the monthly meetings!
 - Pass along the information you receive at the meetings to your teammates.
 - Set a team fundraising goal of at least \$100 per person.
 - Fundraise year round – Most successful fundraising teams use a combination of individual fundraisers and group fundraisers along with onsite fundraisers.
- **Important Forms**
 - **Team Registration Form**
 - To register your Team, a Team Captain must complete a Team Registration Form and turn it in at a monthly meeting or the ACS office with your Registration Fee **OR** register your team online and pay the team registration fee online with a credit card.
 - **Participant Registration/Waiver Form** ~ Each Team Member must complete a Participant Registration/Waiver Form **OR register online** to be recognized as a member of your Team.
 - A Team Member must be registered before any fundraising money can be credited to them as an individual.
 - **How do you turn in Fundraising Money for your Team?** Place the money in a Money Envelope (available at Team Meetings) making sure to complete the outside of the envelope with the location of the Relay, the Team's name and the Individual's name to whom the money in the envelope should be credited. Turn in the envelope at Team Meetings or take it directly to the ACS office in Greensburg. **Note: It is not necessary to know your Team's number when completing the envelope.**
- **The importance of fundraising**
 - The difference between **offline** and **online** fundraising
 - **Offline** donations are the donations turned in to ACS office and at meetings by way of your money envelopes, sponsorship monies, \$100 track signs, luminaria **not** ordered online, etc.

- **Online** fundraising is the donations received through the website by way of a credit or debit card.
 - **Note:** It is important to remember that if you have registered your Team online, your Team's fundraising total on the website will **ONLY** include the donations that have been made to your team through the website...this total will not include your team's offline donations turned in to the ACS office **UNLESS**, you add each of these donations yourself by using the Enter Offline Donations feature located in your Online Participant Center.
- **Event t-shirt** – Each Team Member must raise \$100 prior to the t-shirts are ordered (**May 8th**) to receive one prior to the event. (A Team can also raise the equivalent of \$100 multiplied by the number of team members and receive a shirt for each team member)
 - If by the time of the t-shirt order deadline (**May 8th**), your team has not raised \$100 per member or an average of \$100 per team member, it will be necessary to choose which team members will receive the Event t-shirt prior to event day. Keep in mind that each Team will receive 1 Team Captain shirt in addition to the Event Day shirts the Team has earned. **Note: There is a maximum of 1 Team Captain shirt per team, so Teams with Co-Captains will need to decide which one of them will receive the Team Captain shirt.**
- **Event Day Fundraisers**
 - **Concession Stand** – Plan to earn money event day by signing your team up to work one of the Concession Stand time slots. Sign ups will begin in the spring prior to the event.
 - **Chair-ity Auction** – Plan to decorate and donate a chair to this year's Event Day Chair-ity Auction. Registration will begin in the spring prior to the event.
 - Fundraise for your team at your campsite on Event Day. See the Fundraising Handouts provided for some really great ideas.
- **Corporate Sponsorships**
- **\$100 Track signs**
- **Letter Writing**
- **Relay Online**
 - Tell your own personal **"Why I Relay"** story on your webpage and add a picture
 - Send emails to family and friends
 - Once you create a friendly URL for your page, add your page link to your everyday email signature so that it goes out in every email you send!
 - **Facebook** – Once you have registered online, if you have a Facebook page, make sure to link your Relay web page to your Facebook page using the Facebook fundraising application located in your Online Participant Center.
- **Fiscal year ends every year on August 31st.**
 - Regular incentives are based on the amount an individual has raised through the event.

Relay Event Day Supply List

Be sure to come to Relay prepared! Here's a quick list of things that all Teams should be sure to have handy for the Relay For Life event day...

- ☐ Tent(s) for your campsite
- ☐ Proper clothing (extra clothing) for weather
 - Ponchos
 - jackets, sweats, coats
 - t-shirts, shorts, flip-flops
- ☐ Pillows & sleeping bags
- ☐ Campsite decorations
- ☐ Team Banner (if your team is participating in the Banner competition)
- ☐ Costumes
- ☐ Supplies needed for your On-Site Fundraiser, **including any change you will need.**
- ☐ Wagon or Dolly (something to help you haul all of your supplies to and from your campsite).
- ☐ Money!!
- ☐ Walking/Running shoes
- ☐ Folding Chairs/Tables
- ☐ Stick Lighters (to help light luminaria bags)
- ☐ Scissors/pocketknife/hammer/tools for random tasks
- ☐ Campsite Map (provided by committee)
- ☐ Activity Schedule
- ☐ Your Team!



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EVENT DAY INFO/GROUND RULES

- Teams may set up on the Friday evening before the event, from 4 – 7 PM (NO exceptions) Please note that the stadium will be locked, but use your best judgment when determining what to leave there that evening.
- Stadium gates open for teams to begin setting up at 8:00 AM on Saturday morning of the event.
- The ACS & Stadium are not responsible for items left overnight
- Adult supervision required for those under age 18.
- Tobacco and alcohol products prohibited in the stadium and on school grounds
- No animals permitted inside the stadium
- Relay is a Rain or Shine event!
- In the event of sudden severe weather, please take shelter under the Home bleachers
- If an emergency arises, please report it immediately to the DJ (in front of the Home bleachers)
- In the event of an emergency, please listen to the DJ for announcements
- Teams are encouraged to have some members on the track the entire time and are encouraged to stay the night.
- Generators are permitted, however:
 - They must be quiet.
 - They must be turned off between midnight and 5 AM
 - Please be mindful of your neighbors. If your generator's fumes are bothering them, you will have to stop using it.
- Radios are permitted, but please be mindful of the people around you who may be sleeping!
- You are responsible for the area around you. Clean up any trash you may find.
- NO CHARCOAL GRILLS/FIREPITS permitted, only propane grills or sterno cans (for those teams with food at their campsites). Those teams using these items are asked to bring a kitchen fire extinguisher.
- Showers in the locker rooms are available for our use; please use responsibly.
- The stadium has stressed to us that in order to prevent damage to the track absolutely NO bicycles, roller skates, scooter, wagons and skateboards are permitted on the track.
- RELAY BANK
 - The Relay Bank is only open specific hours during the Event. The hours will be posted in the Event Day Program and on the Bank Door.
 - Bank is located under the Home Bleachers. Please use the door next to the concession stand on the tennis court side of the stadium.
 - Only Team Captains are permitted in the Bank.
 - Deposits must be dropped off during the designated bank hours.
 - All deposits must be submitted in a Participant envelope, and the envelope must be filled out completely! Envelopes will be available at the information booth.
- All Relayers are asked to help clean up on Sunday!

RELAY FOR LIFE AT LATROBE TEAM SURVIVAL TIPS

What Will Be Provided?

- T-shirts for your team members who have turned in a Participant Waiver & \$100 in donations prior to ordering the t-shirts
- Event programs
- Food your team can purchase will be available at the concession stands and some team campsites.
- Beverages - Water is offered free around the track -- other beverages may be purchased.
- Entertainment (contests, activities, music, etc.)
- Bathrooms next to each concession stand. Showers under the stands.

What Should Teams Bring With Them To The Event?

- Money to purchase luminaria, buy food, and to participate in the onsite fundraising events.
- Tents (10 X 10 or smaller) and/or canopy for your campsite.
- Lawn chairs, sleeping bags, umbrella (WE HOPE NOT!)
- Snacks & beverages for your team, if desired.
- Sunscreen and hats (YES!), sunglasses, camera, film
- Board games, deck of cards, etc.
- Flashlights, lanterns, insect repellent, eating utensils, water jugs, cups, cooler
- Towels, soap & toiletries
- Several changes of clothing, several pairs of comfortable shoes & socks, rain gear
- Necessary First aid supplies and meds
- Decorations for your tent if you are participating in the Tent Decorating Contest
- "Theme" Banner if you are participating in the Banner Contest



American Cancer Society
Relay for Life at Latrobe Memorial Stadium
June 23rd – 24th , 2012

Team Captains, YOU are responsible for scheduling your team member's hours on the track. We suggest ½ hour to 1-hour shifts for your team members. Opening Ceremonies begin at 11:00 AM. Teams will begin walking approximately 12:00 noon. **We strongly encourage all teams to have at least one member on the track at all times! This symbolizes that cancer never sleeps.**

Please turn in your completed form at the DJ booth after the closing ceremony!

TEAM NAME: _____ CAPTAIN: _____

Participant's Name/Laps

Participant's Name/Laps

Saturday, June 23rd

12:00	12:30	_____ / _____
12:30	1:00	_____ / _____
1:00	1:30	_____ / _____
1:30	2:00	_____ / _____
2:00	2:30	_____ / _____
2:30	3:00	_____ / _____
3:00	3:30	_____ / _____
3:30	4:00	_____ / _____
4:00	4:30	_____ / _____
4:30	5:00	_____ / _____
5:00	5:30	_____ / _____
5:30	6:00	_____ / _____
6:00	6:30	_____ / _____
6:30	7:00	_____ / _____
7:00	7:30	_____ / _____
7:30	8:00	_____ / _____
8:00	8:30	_____ / _____
8:30	9:00	_____ / _____
9:00	9:30	_____ / _____
9:30	10:00	_____ / _____
10:00	10:30	_____ / _____
10:30	11:00	_____ / _____
11:00	11:30	_____ / _____
11:30	12:00	_____ / _____

Sunday, June 24th

12:00	12:30	_____ / _____
12:30	1:00	_____ / _____
1:00	1:30	_____ / _____
1:30	2:00	_____ / _____
2:00	2:30	_____ / _____
2:30	3:00	_____ / _____
3:00	3:30	_____ / _____
3:30	4:00	_____ / _____
4:00	4:30	_____ / _____
4:30	5:00	_____ / _____
5:00	5:30	_____ / _____
5:30	6:00	_____ / _____
6:00	6:30	Survivor/Caregiver Ceremony
6:30	7:00	_____ / _____
7:00	7:30	_____ / _____
7:30	8:00	_____ / _____
8:00	8:30	_____ / _____
8:30	9:00	_____ / _____
9:00	9:30	_____ / _____
9:30	10:00	_____ / _____
10:00	10:30	_____ / _____
10:30	11:00	_____ / _____
		<i>11:00 – Closing Ceremony</i>
		TOTAL LAPS: _____