American Cancer Society
Relay For Life
Team Captain Packet

Relay For Life of ________________________________
Relay For Life Date ________________________________
Team Name ________________________________
Team Number ________________________________
Team Captain ________________________________
Team Captain’s Phone Number ________________________________
American Cancer Society Team Office ________________________________
Email Address ________________________________
Team Web site ________________________________

☐ Check here if you have registered online.
☐ Check here if you are a Survivor.
☐ Check here if you are a Caregiver.

<table>
<thead>
<tr>
<th>Team Participant’s Name</th>
<th>Phone</th>
<th>Cash</th>
<th>Check/Credit Card</th>
<th>Online Donations</th>
<th>TOTAL</th>
<th>T-Shirt/Size</th>
<th>Verified by</th>
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**TOTALS**

Counted by ____________________________________________ (please print)
Signature ____________________________________________

Verified by ____________________________________________ (please print)
Signature ____________________________________________

Cash $ ____________
Check $ ____________
Credit Cards $ ____________
TOTAL $ ____________


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Instructions for Team Captains

- Prior to the event, turn in your team registration form and all participant registration forms by: ________
- Turn in your Team Captain Packet at Bank Night.
- Bank Night Date(s): ____________________
  - Prior to Bank Night, meet with Participants to collect their envelopes and verify the amount they raised.
  - Transfer totals from Participant donation envelopes and online total to the reverse side of this envelope.
  - Add all Participant’s totals to calculate the total amount raised by team.
  - Place the Participant’s envelopes and contents inside this envelope.
- To help keep our costs low, please return any unused cash donation forms.
- Be sure to include all luminaria forms and donations.
- Ask your team members to help ensure that any cash or coins are turned into a cashier’s check.
- Be sure to track all donations from your team members either using this packet or through the Relay online program.
- Funds raised can be turned into your Society staff partner at any time before the event. However, fundraising can continue until August 31!
- All checks should be made out to the American Cancer Society.
- All expenses incurred during your fundraising efforts are the responsibility of your team.
- No bank account may be opened in the name of the American Cancer Society or the Relay For Life.

Five Tips for Team Captains:

1. Assemble your team! Reach out to friends, family, and coworkers and ask them to join you in the fight! Teams should have between eight and 15 team members.
2. Register your team using the forms in this packet or online at www.RelayForLife.org.
3. Set a goal for your team fundraising! Don’t forget to set goals for individual, team, online, and onsite fundraising.
4. Attend all team captain meetings or have a representative of your team attend for you. These meetings are the best way to learn about your event and get great ideas for your team.
5. Keep in touch with your Relay Committee to keep them up to date on your progress and to find the answers to any questions that you have. They are there to help!

Team Captain Timeline

Early Registration: ____________ Kickoff Date: ____________
Team Registration Fee Due: ____________________
Team Captain Meeting #1: ____________________
Team Captain Meeting #2: ____________________
Team Captain Meeting #3: ____________________
Team Captain Meeting #4: ____________________
T-Shirt Deadline: ____________________
Wrap-up: ____________________

If I have questions about Relay For Life or any volunteer opportunities, I’m going to call: ____________________

Our Mission

Your participation in Relay For Life helps support the American Cancer Society’s research, education, advocacy, and service programs that offer help and hope to people touched by cancer.

Research

Your American Cancer Society is the largest source of private, not-for-profit cancer research funds in the United States, second only to the federal government in total dollars spent. Our annual investment in cancer research has grown steadily from $1 million in 1946 to more than $121 million today.

Education

Defeating cancer depends heavily on prevention, early detection, and treatment. Educating the public about cancer and its causes is vital. Your American Cancer Society is dedicated to providing the most up-to-date cancer information as well as prevention and early detection guidelines to help increase survivorship.

Advocacy

The fight against cancer isn’t just a health issue – it’s a public policy issue as well. The American Cancer Society and the American Cancer Society Cancer Action Network™ work to make sure cancer is a top priority for lawmakers nationwide.

Service

Nearly everyone has been touched by cancer in some way. Your American Cancer Society is committed to providing support programs and services to support people in our community facing cancer.

We are available 24 hours a day, seven days a week at 1-800-ACS-2345 or www.cancer.org.