



Colleges Against Cancer Relay For Life of UH Mānoa Team Captain Meeting Minutes #4 03/23 Hemenway Hall 211 @ 6:00pm

- Welcome/general updates
 - Introductions
 - Recognize Survivors and Caregivers
 - Mobile App Competition
 - Download the app
 - Fundraising without cash
 - Can take check donations
 - Can take paypal donations too
 - Start of the fundraising 12,152.92
 - End fundraising + \$200.00
 - Update on event progress
 - Teams: 42
 - Participants: 319
 - Survivors: 18
 - ACS CAN members: 16
 - Fundraising: \$12,152.92
- ACS Cancer Action Network
 - The CAN day at the capital recap March 22
 - Please sign-up today!
 - If not you can sign up at the event
- Fundraising
 - Recognize Top Performers
 - Spring Break Fundraising Ideas
 - Car wash
 - Slip'n'slide a \$1 per slide
 - Bake sale
 - Have a BBQ and sell plates as fundraiser
 - Onsite Fundraising
 - Karaoke
 - Bra toss
 - Necklace and a bead for every lap walked
 - Sell food
 - Make sure you tell us your onsite fundraiser either via email or at the April 6th meeting.
 - Silent Auction
 - Participate by donating items/ basket
 - Items that sell will give credit to team or individual fundraising
 - Bring to Team Captain Meetings or at the beginning of event

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- Some items that are in our Auction: Breakout Hawaii Experience, Alex and Ani jewelry, Dave and Busters
- Event details
 - Mr. Relay
 - Nominate one member of your team and dress them up in their best Relay Purple/tie dye spirit and team spirit- represent!
 - Each participant will come on stage and will do a short dance or movement to get people excited
 - Encourage them to go around to collect donations all credited to your team. Bring dollars/change to support your team member

- Schedule of events

<u>Events</u>		
<u>Time</u>	<u>Main Stage</u>	<u>Activities</u>
<u>5:00-5:30 PM</u>	<u>Opening Ceremony</u>	
<u>5:30-6:00 PM</u>	<u>Survivor And Caregiver Lap/ Parade of Teams</u>	
<u>6:00-6:45 PM</u>	<u>CoV3R5 (Live Music)</u>	<u>Flag Football</u>
<u>6:45-7:00 PM</u>	<u>Perfect time to visit our silent auction and vendors!</u>	-
<u>7:00-7:45 PM</u>		<u>Relay Race</u>
<u>7:45-8:00 PM</u>		<u>Open Sports</u>
<u>8:00-8:15 PM</u>	<u>Push Up Contest</u>	
<u>8:15-9:00 PM</u>	<u>Mr. Relay</u>	
<u>9:00-9:45 PM</u>	<u>Zumba</u>	<u>Dodgeball</u>
<u>10:00-11:00 PM</u>	<u>Luminaria Ceremony</u>	
<u>11:15-12:00 AM</u>	<u>2nd Legacy (Live Music)</u>	
<u>12:15-1:00 AM</u>	<u>Fight Back/Closing Ceremony</u>	

- Survivor/Luminaria
 - Help us get survivors and caregivers to our event!
 - Invite your friends and family who have been touched by cancer.
 - **They need to Register at www.relayuh.com**
 - Foods, Shirt, Celebration!

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- Purchase a Luminaria bag for \$5 to honor a loved one battling cancer or in memory of someone lost to cancer.
 - Teams that sell luminaria will have that credited to their team fundraising.
 - Pick bags up at Team Captain meetings or email cancer@Hawaii.edu.
- Event Logistics
 - Logistics handout
 - Have ALL members registered before hand
 - We will have wrist bands for all participants who are registered if you don't have a wristband you will be asked to leave (this is for safety purposes and required by UH).
 - NO staking tents
 - No pets
 - No food on the track (but if you are selling please just put tarps down and it should be fine just keep it clean)
 - Can start setup at 4:00pm
 - Parking is \$6 cash
 - Teams must provide own equipment
 - Map description (available on the website)
 - MUST HAVE EVENT WAIVER (can be done online)
 - If you have a youth group under 18 need to participation agreement form
 - Map
 - See attached map below
 - Day of Volunteers
 - We need volunteers to help with various tasks throughout the day to help our event run smooth.
 - Set up 9am-3:30, During 4:30pm-1am, Clean Up 12:30am-2am
 - We can provide volunteer letters. Please email Alicia.devoll@cancer.org
 - T-Shirts
 - Event shirts were ordered March 3rd.
 - If you earned a shirt prior to deadline, you can pick it up at Registration.
 - Team Captains will also be able to pick up shirt on day of
- Team Captain Meeting Dates
 - Bank Night (April 6th)
 - Turn in money & Silent Auction Items
 - Ask last minute questions
- Tent Site Selection
 - Rules:
 - Based off Team Fundraising
 - Teams of 10 or more may have more than one tent site
 - Teams with even amount of funds will be based on number of registered members
 - Teams who did not come to the meeting with have to coordinate with Alicia. Alicia.devoll@cancer.edu
- Questions?

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- Follow us on social media
 - www.facebook.com/relayuh
 - Our event page! Go here to see our public posts.
 - Instagram: Relay for Life UHM
 - Twitter: @RelayforlifeUHM

Next meeting: April 6th /6pm/Hemenway 211



2017 RELAY FOR LIFE OF UNIVERSITY OF HAWAII' I AT MANOA – CLARENCE TC CHING FIELD

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