



WELCOME TO RELAY FOR LIFE OF KERSHAW COUNTY!

I look forward to working with you and getting your team started in FUNdraising! It's going to be a great year!

What Is Relay?

- Organized, volunteer driven and volunteer led community fundraising walk from 6-24 hours depending on the community
- Teams of people camp out around a track for 6-24 hours.
- Members of each team take turns walking around the track
- Food, games and activities provide entertainment and build camaraderie
- Tobacco free-family-friendly environment for the entire community
- The largest fundraising event in the world! Yes, that's right! We have the best volunteers In the world!

Because it's a team event, individual participants are not required to be there the entire time. But it's so much fun, you'll find it hard to leave until the closing ceremony. We do ask that you have someone at your campsite so that your team is represented. It allows all our teams to have representation.

When does our Relay year begin and end?

Our Relay year begins September 1 and ends on August 31 of each year. That means that money received after our event but deposited before August 31 is still credited on the current year. Any funds deposited after September 1 would be on a new Relay year. Most of our school teams and a few others begin their fundraising efforts when school begins. The earlier that you start, the more successful that you will be! Ex. September 1, 2016 is the first day of our 2017 Relay year.

What Makes a Relay Event Special?

Many moments create the unique Relay experience. Event details vary by location, but all events have key moments in common:

Survivors Lap

During the Survivors Lap, all cancer survivors at the event take the first lap around the track, celebrating their victory over cancer while cheered on by the other participants who line the track. Relay For Life events also recognize and celebrate caregivers, who give time, love, and support to their friends, family, neighbors, and coworkers facing cancer. It's my personal favorite because I love to see all those purple shirts making their way around the track declaring victory over the disease! What an inspiration this is for all!

Luminaria Ceremony

The Luminaria Ceremony takes place after dark, so we can remember people we have lost to cancer, honor people who have fought cancer in the past, and support those whose fight continues. Candles are lit inside of personalized bags and are placed around the Relay track as glowing tributes to those who've been affected by cancer.

Fight Back Ceremony

This emotionally powerful ceremony inspires Relay participants to take action. The Fight Back Ceremony symbolizes the emotional commitment each of us can make in the fight against cancer. The action taken represents what we are willing to do for ourselves, for our loved ones, and for our community to fight cancer year-round and to commit to saving lives.

What to expect at Relay



History of Relay For Life

In May 1985, Dr. Gordy Klatt walked and ran for 24 hours around a track in Tacoma, Washington, ultimately raising \$27,000 to help the American Cancer Society fight the nation's biggest health concern – cancer. A year later, 340 supporters joined the overnight event. Since those first steps, the Relay For Life movement has grown into a worldwide phenomenon, raising nearly \$5 billion to fight cancer. Sadly, we lost Dr. Klatt in August 2014 after his own battle with cancer but the legacy he has left behind continues in every Relay event! We will always REMEMBER the Father of Relay!

What's the first thing I need to do?

Now that you've decided to make a difference in the fight against cancer, it's time to register your team online. That's the first thing you need to do to get started. I can't emphasize that enough. Once your team is registered, it's time to start fundraising. Please be sure you have registered your team online and any team members listed on the accounting sheets before you turn in money. We can't credit a team that is not registered online. We can't credit a

team member that is not registered online. If a team member is listed on the accounting sheet but not registered, the amount will be credited to the team.

How do I register my team?

Go to www.relayforlife.org/kershawcsc and click on the orange SIGN UP box at the top of the Home page. From there you can answer the questions to register your team. If you have registered before, then you will use the same password etc. to get into the system and your team will come up.

What is a Team Captain?

They are the leader, organizer, cheerleader and person that keeps track of all money for the team. They ensure that forms are filled out each time money is turned in and they keep track of the team total by keeping a copy of each accounting form turned in for deposit.

What is a Team member?

A team member is a volunteer that is committed to raising a minimum of \$100 for our event through individual and/or team efforts. That earns them the distinction of being called a team member and wearing a team participant shirt. We do not sell team participant shirts because they are earned!

- Team members must be registered ONLINE by the deadline to be a team member. This ensures that they are listed as a member and they are registered which allows money to be credited to them. We are unable to give credit to a team member that is not registered online. If money is written on the accounting sheet for a team member that hasn't registered, we will credit the team for that amount.
- Teams must be registered online to be a team. Make sure you and your team is registered by the deadline date listed below in red.
- Team Participant shirts are ordered based on being registered online AND that your team averages \$100 per person (Ex: A team of 20 raises \$2000 so that's an average of \$100 per team member). Shirt sizes are ordered based on what is registered online. Be sure to order the correct size.
- Please remember that being a team member is a commitment to raise money. It's not about getting a FREE shirt. Shirts cost money and that comes out of the money that we're raising. This is the reason we don't sell team participant shirts.
- Team members have earned the right to wear a team participant shirt with pride because they are working to support the mission to save lives!

What is a Relay team?

A Relay team is comprised of a group of people COMMITTED to fundraising for The American Cancer Society. We like to encourage teams to work towards raising a minimum of \$1,000. This should be very easy to do if you start early and plan to succeed. Many individuals easily raise \$1,000 or more and are recognized for their outstanding efforts as a Grand Relayer with a Grand Relay shirt.

How much do I need to raise as a team member?

We ask that each team member work to raise \$100 or more. That is the special commitment & recognition that sets you apart from those that just make personal donations. You must be registered online so that you are credited for the money you raise. Many team members raise much more than \$100! At our event, if a team has 15 members and raised \$1500 that is an average of \$150 per member and that qualifies for the minimum that we ask each one to strive for. We know that some will not raise this amount but it is the standard goal that we ask each one to work toward. We appreciate our volunteers and make every effort to recognize their hard work with incentive prizes etc.

Who is a survivor?

The American Cancer Society defines a survivor as anyone that has heard the words “you’ve got cancer”. Any type of cancer that denotes a diagnosis including skin cancer is defined as a survivor. So whether they have been newly diagnosed or a survivor for many years, they are celebrated, encouraged and welcomed into any Relay event! We recognize our survivors by having them walk the first lap of our event called The Victory Lap!

Who is a caregiver?

Caregivers are those special people that support and take care of the many needs of our survivors. It may be for appointments, medicine, treatment or daily care. They are there to make the cancer journey a little easier for our survivors and we celebrate, encourage and welcome them into any Relay event! We recognize our caregivers on the 2nd lap of our event!

What are our 2016-2017 goals for our events?



- \$150,000 or more raised
- 50 + teams registered online
- 150+ survivors registered
- \$35,000 Corporate Sponsors (Bronze level-\$600 and above)
- \$5,000 Patron sponsors (\$350-\$599)
- \$10,000 (Proud sponsors \$100-\$349)
- \$85,000 team fundraisers
- \$15,000 luminaria & memorials

How much has my team raised?

Go to www.relayforlife.org/kershawcsc for the latest information based on the latest deposit.

Also, if you're a Team captain, please keep a copy of all your accounting sheets before you turn them in to accounting or Gail. Then you will know what your team has raised. Just add up the totals.

If you're computer savvy, you can keep an Excel spreadsheet for your team members and keep up with the totals by team member and then you know when a team member has reached a certain goal such as Grand Relay status (\$1,000) and All-Star status (\$2,500). Here's a sample for you. You will need to adjust to suit your team.

Something similar to this using Excel will be helpful to you if you want to keep up with your team member totals. If not you can add them up each time from the accounting sheets.

2016-2017 Relay For Life of Kershaw County

Team Spreadsheet total (this is just a sample of what you could set up if you choose)

Note that team members reach Grand Relay status at \$1000.00 and you get a polo shirt! All Star level is at the \$2500 level and you get a jacket!

	Team member	Dep 1	Dep 2	Dep 3	Dep 4	Dep 5	Dep 6	Dep 7	Dep 8	Dep 9	Dep 10	Total
Example	Jane Doe	10		125			600			320	1055	Grand Relayer!
1	Bill Smith		10			50				50	110	
2	Mary Anderson				100						100	
3	Ann Brown		20		20		200	500	300		1040	Grand Relayer!
4	Bob Brown	100	250	300		400	800		725		2575	All Star Relayer!

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We usually wait 2-3 weeks between deposits and it takes some time for us to get every entry entered online. If you have a question about your team total or an individual team member, please don't hesitate to contact us.

How much have we raised so far? Who are the Corporate sponsors? Who is registered for my team? When is the deadline to register? When is the sponsor deadline?

Go to www.relayforlife.org/kershawcsc for the latest information.

Want to know what's going on with our event? All registered teams, team members and Corporate sponsors (Bronze level \$600+ and up) are listed at the site www.relayforlife.org/kershawcsc.

In addition, we'll have the deadlines listed for registration and sponsorship. This is the place to use as your reference for all you want to know about our event.

As always the monthly agenda that is handed out at each team meeting January-April will also have this same information. I will e-mail a copy the day after a meeting as well.

We make every attempt to keep you informed but it is up to you to attend meetings, read your e-mails and check the website.

How do I stay informed?

1. **Read the e-mails that are sent out by Gail & Marnie.** These serve as a reminder to let you know upcoming deadlines, meetings, and fundraisers. If you don't read them, you'll miss out on important information.
2. **Attend team monthly meetings.** If you can't attend a meeting as the Team Captain, please send someone in your place. This is your chance to ask questions, get updates on our progress, and find out if there have been changes to any deadline or our event, turn in your money and get to know other Relayers.
3. **Use the monthly agenda & RFL of KC calendar (enclosed in your team packet) as a reminder.** The agenda is sent out after each team meeting (Jan-April) with important information and deadlines.
4. **Mark deadlines and meetings on your calendars or phones so that you are ready for them.** As the team captain it's your responsibility to stay informed and keep your team informed as well.



Registration & Sponsor deadline (VERY IMPORTANT!)

Now that you've registered your team, please work on getting your team members **registered online BEFORE April 7, 2017** which is the deadline for FINAL registration & all sponsors. If you aren't registered online, a participant shirt can't be ordered.

Team members must be registered ONLINE in order for us to do the following:

1. Order a participant t-shirt. No shirts are ordered after the deadline.
2. Give credit to them for money raised.
3. Be eligible for individual incentive prizes which are based on their online totals.
4. Be eligible for Grand Relay embroidered logo polo shirt or All-Star jacket.

How to get started with your team fundraising

There are 4 ways to fundraise. Fundraisers are crucial to our success and contribute

1. Individual-selling sponsors, luminaria bags, t-shirts, personal & family donations
2. Team fundraising-bake sales, car washes, dinners, festivals, etc.
3. Online-using Social media to ask for donations through Facebook and our own website
4. On-site-This is "Event Day" fundraising. Working together as a team to serve food, sell items or to have carnival like games for the youth to participate to donate to participate in. These are ways to increase our dollars. Consider bean bag toss, ring toss, sack race, Go fish, bowling, face painting, Cuts For A Cure etc.

What are sponsors?

Sponsors are very special part of our event and fundraising success! They contribute about 30% or more of our total each year!

Every team should work on recruiting sponsors. Anyone can be a sponsor! This is not exclusive to businesses, churches or organizations. Friends, family, co-workers, neighbors etc. can pool their money to become a sponsor. Ex. Ten neighbors donating \$10 could be a Proud or Track sponsor (\$100 level).

The first level of sponsorship is the Proud sponsor at \$100 so that's pretty easy to do that. Have you considered saving \$10/month and becoming a sponsor yourself? We'd love to have YOUR listed as a sponsor. Another option is for the Relay team to pool their money and becoming a sponsor. Five people donating \$20 each can become a Track sponsor! Pretty easy huh? Let's get your team name out there at Relay! I'd love to see 50 teams as sponsors!

The sponsorship form is online and the benefits and recognition for each level. **All sponsors will be listed on banners and Corporate sponsors starting at Bronze level (\$600 and up) will be on the back of all participant t-shirts with either name (Bronze) or logo depending on the level. See more information below on Corporate sponsors.**

What are Corporate sponsors?

Corporate sponsors are the highest level of sponsors that start at the Bronze level. These sponsors are on the backs of all participant t-shirts. They are announced at all team meetings and in the Opening ceremony of Relay. Please be sure that a sponsorship form is filled out and SIGNED by the sponsor not the team captain. They levels are as follows:

- Bronze-\$600 (listed with NAME only on the shirts but logo on the banners)
- Silver-\$1000 (listed with logo on the shirts and banners)
- Gold-\$2000 (listed with logo on the shirts and banners)
- Platinum-\$3500 (listed with logo on the shirts and banners)
- Presenting-\$5000+ (listed with logo prominently place on the shirts and a separate banner)

What are Patron sponsors?

Patron sponsors are those that make donations of \$350-\$599. They are not listed on the back of our t-shirt but will be listed on the website, agendas, and will be on the Patron sponsor banner at our event. . Please be sure that a sponsorship form is filled out and SIGNED by the sponsor not the team captain.

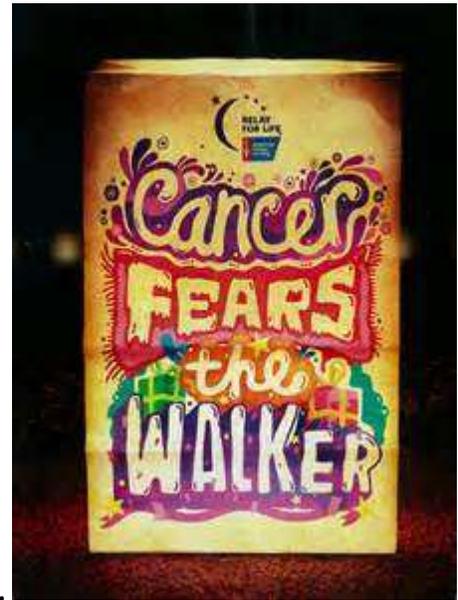
What are Proud or Track sponsors?

Proud or track sponsors are those that make donations of \$100-\$349. They are not listed on the back of our t-shirt but will be listed on the website, agendas, and will be on the Proud sponsor banners at our event. . Please be sure that a sponsorship form is filled out and SIGNED by the sponsor not the team captain.

Luminaria

Luminaria bags are white bags provided by ACS filled with sand and lit with a candle from dusk until the end of our event. They are displayed for the duration of our event to honor our survivors and remember those that we have lost. This is simple way to raise money since they sell for \$10 each. That's an amount that most everyone can afford and a very special way to honor or remember someone that has battled cancer. That form is on our website as well. All bags are displayed at our event and lit at 9:30 pm for our special luminaria ceremony. The names on those bags are also scrolled on a large screen if they were submitted by Bank day by the team captain. Team Captains keep up

with the name by putting them on the Team Excel spreadsheet and e-mailing me the file on Monday the week of



Relay. This spreadsheet will be online and it will be sent out several times.

Purple Pull Bows

Purple "pull bows" can be sold for \$3-\$5. They look great on your mailbox, Sunday school class doors, business offices



etc. We have these available sometimes. Please ask me about them.

Fundraising t-shirts procedures (Renwick & RSN vendors)

- **These are CASH only.** No checks can be accepted for this since the money must be split with the vendors and your team.
- **Fill out the t-shirt order form on the computer so computations are done correctly. Print a copy to turn in & save one for your records. Make sure the t-shirt order is printed on 1 page. You may have to adjust the print setting to do this but it makes it easier when we fax the orders and cause less confusion.**
- **Fill out an accounting sheet for the team amount. Fill out a donation envelope for the team amount.**
- **Split money between Renwick & the team. You will have 2-3 sets of money depending on your orders. This is important because we can't make change to get the correct amount for each one.**
- **Order forms are also available online at our site (www.relayforlife.org/kershawcsc) for the t-shirts.**

- Refer to the t-shirt flyers & order forms for the sizes & colors available for each. Renwick long sleeve are \$15 and are available until Dec. 31 only.
- Julie Keith and Katherine Long are the Fundraising Leads this year. They will take your orders at Chick Fil A on the following dates from 5:30-7 pm. jkeith920@gmail.com, katherine.long@kcsdschools.net
- Shirts will be in 2-3 after they are received by the vendor.

What is the Fundraising Club?

As a Relay For Life participant, we know you give of your time, passion, and energy to ensure your community event is a success. The American Cancer Society appreciates your efforts and accomplishments to help us finish the fight. One way that we recognize your efforts is through our Fundraising Club program. There are programs for both individuals and teams, along with different levels for each to recognize a variety of fundraising milestones.

Individual Levels & Prizes

The Individual Fundraising Club Program motivates and awards volunteers for fundraising excellence. A variety of award gifts are available, and most are branded with the Relay For Life logo, which helps promote our mission within your community every time you use or wear the item. We know that you are working hard to save lives! ACS recognizes that hard work with incentive prizes. The more you raise as an individual, the more you are rewarded. Make sense huh? Here are the incentive prizes for 2017. What goal are you working for?

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 KOOLER

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



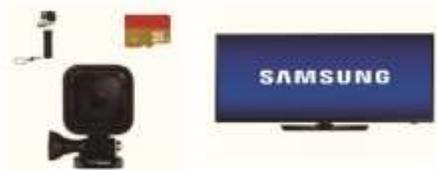
BAG AND TOWEL SET OR SAMSONITE ROLLING DUFFEL

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.



2017 National Team Fundraising Club

The American Cancer Society Relay For Life program relies on your team's fundraising efforts to help fund our mission of saving lives from cancer, and we appreciate everything you do. We understand the commitment, time, and energy it takes to support our lifesaving mission year-round in your community.

As a small token of appreciation, your team will be presented with a Fundraising Club sign when you reach the Rising Star Fundraising Club level. Each time your team reaches another level, your staff partner or Event Leadership Team will update your sign with a new sticker indicating your newest achievement. Be sure to turn in your team's donations at Bank Nights throughout the year and plan on-site fundraisers at your event!

HOW TO USE YOUR TEAM FUNDRAISING CLUB SIGN

- Bring your sign to team gatherings to display, and have your levels updated.
- Proudly display your sign at team events around your community.
- Display your sign in your yard or at your place of business to show your success and generate publicity for your Relay event.
- Post at your campsite or along the track at your Relay For Life event to recognize your team's efforts and motivate other teams to reach higher levels next year.



CURE CLUB LEVEL	\$500,000
TITANIUM LEVEL	\$250,000
TURQUOISE LEVEL	\$200,000
PURPLE LEVEL	\$100,000
RUBY LEVEL	\$50,000
EMERALD LEVEL	\$25,000
SAPPHIRE LEVEL	\$15,000
JADE LEVEL	\$10,000
PLATINUM LEVEL	\$7,500
GOLD LEVEL	\$5,000
SILVER LEVEL	\$3,500
BRONZE LEVEL	\$2,500
RISING STAR LEVEL	\$1,000



Rising Star

As a registered Relay For Life participant, you will be awarded a commemorative T-shirt to wear at your event if you raise the minimum requirement of \$100. We DO NOT sell these shirts. These shirts are earned as a team member and distinguish you from other folks at our event.

Grand Club

There are thousands of reasons why we want to recognize your efforts for reaching the \$1,000 fundraising milestone! To show our appreciation, you will receive an exclusive Grand Club embroidered polo. Wear this proudly within your

community and at your event to help motivate and inspire other volunteers. After your Relay For Life event, you will also be eligible for a prize at the Jade Fundraising Club level!

All-Star Program

We are excited to announce the new Nationwide All-Star Program! The All-Star Program is a recognition and loyalty program for our individual Relay For Life participants who raise a minimum of \$2,500 (per Relay season) in the fight against cancer.

This program rewards team fundraising excellence. Your team total is used to determine which status your team earns each year. You also have an opportunity to collect a team gift for your fundraising success. You can view each program and the items available on the documents below.

How to select your prizes

You should receive an email shortly after your event with details on how to select and order your Relay For Life Fundraising Club item. Please check with your event staff partner if you have any questions about the email or program. This is usually sent out about 2-3 weeks after our event.

Team t-shirt fundraiser

SC HOPE TO THE MOON & BACK

RELAY FOR LIFE
American Cancer Society

HOPE TO THE MOON & BACK

RELAY FOR LIFE 2017

TO ORDER:

\$15
SHORT SLEEVES

SIZES AVAILABLE: ADULT SMALL THRU ADULT 3X

SC HOPE TO THE MOON & BACK

RELAY FOR LIFE
American Cancer Society

HOPE TO THE MOON & BACK

RELAY FOR LIFE 2017

TO ORDER:

\$15
SHORT SLEEVES

\$20
LONG SLEEVES

SIZES AVAILABLE: YOUTH SMALL THRU ADULT 3X

Fundraising t-shirt order instructions

Place your personal order with any Relay team listed at

www.relayforlife.org/kershawcsc. If you are a Relay team, you may place your

order in person on the following dates with Katherine Long (katherine.long@kcsdschools.net) or Julie Keith (jkeith920@gmail.com).

These are CASH only orders. Please use the RSN t-shirt order form listed at www.relayforlife.org/kershawcsc and follow the t-shirt instructions.

For assistance with the form, contact Katherine.

For questions about an order, contact Julie.

Orders will be shipped 2-3 weeks after the order date.

- Order 1: Oct. 24 - 5:30-7PM @ Chick-Fil-A Camden
 - Order 2: Nov. 15 - 5:30-7PM @ Chick-Fil-A Camden
 - Order 3: Dec. 6 - 5:30-7PM @ Chick-Fil-A Camden
 - Order 4: Jan. 17 - Team Meeting 6-7 pm @ Bethlehem Family Life Center 24 Ward Rd. Lugoff
 - Order 5: Feb. 21 - Team Meeting 6-7 pm (Bethlehem FLC)
 - Order 6: Mar. 21 - Team Meeting 6-7 pm (Bethlehem FLC)
 - Order 7: Apr. 18 - Team Meeting 6-7 pm (Bethlehem FLC)
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- These are CASH only. No checks can be accepted for this since the money must be split with the vendors and your team.
 - Fill out the t-shirt order form on the computer so computations are done correctly. Print a copy to turn in & save one for your records. Make sure the t-shirt order is printed on 1 page. You may have to adjust the print setting to do this but it makes it easier when we fax the orders and cause less confusion.
 - Fill out an accounting sheet for the team amount. Fill out a donation envelope for the team amount.
 - Split money between RSN & the team. You will have 2-3 sets of money depending on your orders. This is important because we can't make change to get the correct amount for each one.
 - Order forms are also available online at our site (www.relayforlife.org/kershawcsc) for the t-shirts.
 - Refer to the t-shirt flyers & order forms for the sizes & colors available for each. RSN Short sleeve is \$15 and long sleeve is \$20. The difference in the selling price and our cost is the amount the team receives. Example: Shirt price (\$15)-cost(\$6)=\$9 team amount.
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- Shirts will be in 2-3 after they are received by the vendor.

Feet & Cupcakes

We have "feet" & "Cupcakes" that can be sold for \$1-\$2 and displayed on walls, doors etc. at businesses & schools.



These are great for classroom competition. I have these available.

Quarters For The Cure

We have film canisters that you can pass out to students, Sunday School classes or even teams members. They fill them up with quarters and when filled they equal \$6.50. It's just a simple way to easily raise money. It's great for



classroom challenges as well.

Water bottle fundraiser



Fill up a 20 oz. water/soda bottle with dimes and you're just raised \$100! Give a bottle to each team member and ask them to fill up 1 bottle and turn it in. That's their \$100 commitment fulfilled!

Purple Glow sticks for the Luminaria ceremony

Teams are selling purple glow sticks for \$2 each. Be sure to fill out the form for these. They are available on the HOME page of our website and will be available at our April 19 meeting as well. Teams will receive their glow sticks on

Monday, May 2 at Bank Day when they pick up their team participant shirts.



Team FUNdraisers



Team FUNdraisers are not only a quick way to raise money but allow everyone to get involved. Bake sales, dinners, car washes, holiday baskets are just some of the ways that teams raise money. The key is planning ahead and having a great location to have them. Location & planning are the key to successful team fundraisers. Send me the information several weeks in advance and I'll get it to the media for advertising. It's also important have purple tablecloths (the signature color of Relay) and the Relay For Life logo prominently displayed at your fundraiser. This makes it look professional and advertises what your proceeds are for. It's also a great idea to use the Relay date cards or Relay stickers (I have those as well) to attach to baked items or other items you are selling to "invite" them to Relay. Taking the time to make your fundraising event noticeable will make a difference in your success! Let's have some FUN teams!

Where can I find the fundraising forms?

All fundraising forms are available on the Home page of www.relayforlife.org/kershawcsc. Just click on a link to download the forms. Paper forms are available at the monthly meetings as well. Don't forget that an accounting sheet must be filled out by the team each time money is turned in. This is how teams are credited.



American Cancer Society Relay For Life Team Accounting Sheet

Please print clearly. Eligible data might not be entered properly. While copy submitted to American Cancer Society staff (pink) and copy to be kept by accounting volunteer and yellow copy to participant.
 Relay For Life of Kershaw County
 Team Name: The Cancer Fighters
 Team Captain: Jane Doe Date: 2/1/15
 Phone: 803-438-xxxx Email: jane.doe@gmail.com

Team Member Name/ Team Fundraising Activity	Donor Name (if known)	Team Member Donations	Luncheon Donations	GRAND TOTAL	Double Entry Among Team	Participant registered (yellow?)
Judy Sue	Anonymous or Judy Sue	150			<input type="checkbox"/>	<input type="checkbox"/>
Rain Car Wash	Team Fundraiser	\$100			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jane Doe (Team member MUST be registered online in order to receive credit as it will go to the team)						
Proval/Triack sponsor The ABC Company		100.00 (fill out a sponsor form)			<input type="checkbox"/>	<input type="checkbox"/>
Bronze Corporate Sponsor XYZ Company		600.00 (fill out a sponsor form)			<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
Bake Sale		200.00 (this will be credited to team sheet no member indicated)			<input type="checkbox"/>	<input type="checkbox"/>
Luncheon			50.00 (fill out luncheon form)		<input type="checkbox"/>	<input type="checkbox"/>
LED balloons		50.00 (fill out LED balloons form)			<input type="checkbox"/>	<input type="checkbox"/>
Fedoropoulos		25.00			<input type="checkbox"/>	<input type="checkbox"/>
Bronze/Person sponsor The Paving Company		350.00 (fill out a sponsor form)			<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
Jin Doe			75.00 (fill out luncheon form)		<input type="checkbox"/>	<input type="checkbox"/>
Sally Smith		55.00	50.00 (fill out luncheon form)		<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
GRAND TOTALS		1430.00	175.00	1605.00		

*Donation is used to fill participants not registered online will be credited to the team or event. TOTAL PINK agree donation envelope

Team Captain signature: Jane Doe Accounting chair signature: _____ Date: _____
 For office use: Batch # _____ Date entered into database: _____

- Accounting sheet

- Luminaria form



Give a gift to the American Cancer Society and keep the fire of hope burning with a luminaria in memory of someone lost to cancer, in honor of someone still fighting, or in special recognition of someone who has beaten this disease.

The suggested donation amount is \$10 per luminaria.

Team : The Cancer Fighters

Team Member : Jane Doe

Enclosed is my total gift of \$ 50.00
 Number of Luminaria requested: 5

In Honor of:
Bill Smith Jim Brown
Sally Doe

In Memory of: Robert Brown
Joyce Doe

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

WOULD YOU LIKE TO SKIP THIS FORM?

You may purchase online at www.relayforlife.org/kershawcsc

The Luminaria Ceremony of the Relay For Life of Kershaw County
 will be held at 9:30pm on May 8, 2015

(Please make all checks payable to the American Cancer Society.)

Cash Check Credit Card (online at site above)



Give a gift to the American Cancer Society and keep the fire of hope burning with a luminaria in memory of someone lost to cancer, in honor of someone still fighting, or in special recognition of someone who has beaten this disease.

The suggested donation amount is \$10 per luminaria.

Team : The Cancer Fighters

Team Member : Jim Doe

Enclosed is my total gift of \$ 75.00 (extra \$5 does not do
 Number of Luminaria requested: 7 another bag)

In Honor of:
Bill Smith Jim Smith
Sally Doe Betty Smith

In Memory of: Robert Brown April Doe
Joyce Doe

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

WOULD YOU LIKE TO SKIP THIS FORM?

You may purchase online at www.relayforlife.org/kershawcsc

The Luminaria Ceremony of the Relay For Life of Kershaw County
 will be held at 9:30pm on May 8, 2015

(Please make all checks payable to the American Cancer Society.)

Cash Check Credit Card (online at site above)

• **Donation envelope**



Donation Envelope

Relay For Life of Kershaw County
 Event date: 5/x/15

Team member name: Jane Doe Email: jane.doe@gmail.com Phone: 803-438-xxxx

Team name and/or number: The Cancer Fighters Team Captain name: Jane Doe

Please include:

- Checks made payable to the American Cancer Society
- Cash (convert to a cashier's check when possible)
- Completed cash donation receipt forms, if applicable
- Matching gift forms

Don't forget to raise funds online also, using your official Relay fundraising Web page!

*Note that there should be forms for the luminaria amounts & sponsors.

List Donations Enclosed	Team Member Registration Fees (if applicable)	Team and/or Team Member Donations	Luminaria Donations	Other Sponsors	Matching Gift Forms	Total
Cash/Cashier's Checks		25.00	50.00			75.00
Checks		355.00	125.00	1050.00		1530.00
Total		380.00	175.00	1050.00		1605.00

TOTAL must agree to total on accounting sheet

For accounting use only
 Amount verified: _____ Team Captain signature: Jane Doe Accounting signature: _____ Date: _____ Batch: _____

What is the registration & sponsor deadlines?

The deadline date for 2017 is April 7, 2017. If you're not registered by this date, a t-shirt will not be ordered because we run the report based on what is in the system. Also, ALL levels of sponsors must be turned in by this date. **All sponsors will be listed on BANNERS based on their level.**

- **Proud or Track-\$100**
- **Patron or Banner-\$350**
- **Bronze-\$600- This is the first level of sponsorship that is listed on our shirt-NAME ONLY NO LOGO**
- **Silver-\$1000- Starting at this level logos will be used if the sponsor has one.**
- **Gold-\$2000**
- **Platinum-\$3500**
- **Presenting-\$5000**

Team Meeting & Bank Day Schedule

All meetings are held at Bethlehem Missionary Baptist Church Family Life Center from 6-7 pm. The FLC is located at 24 Ward in Lugoff behind the Carolina Chrysler dealership. It is important for someone from your team to attend these meetings especially if you are late starting your team or new to Relay. Supplies are available for you at this time.

Our monthly Team meetings are as follows:

- 1/17/17– Team meeting only 6-7 pm, ELT– 7-8 pm
- 2/13/17- ELT meeting at Lugoff Paint & Body Shop-6:30 pm
- 2/21/17– Team meeting only 6-7 pm,
- 3/14/17-ELT meeting at Lugoff Paint & Body Shop-6:30 pm
- 3/21/17– Team meeting only 6-7 pm,
- 4/11/17- ELT meeting at Lugoff Paint & Body Shop-6:30 pm
- 4/18/17– Team meeting only 6-7 pm, - Very important for someone from each team to attend. Campsite locations will be given out.
- Monday-May 8, 2017 Bank Day 10-6 pm-Teams will pick up their shirts on this day, receive their campsite map to share with all team members and it's your last opportunity to turn in money before Relay. Totals as of this date will be the totals displayed at your campsite. It's Relay week!

When is our Relay?

Our 2017 Relay is Friday, May 12 from 7 pm -midnight at Lugoff-Elgin High stadium. Please note that we will end at midnight this year. Our Survivor registration/reception starts at 5 so that is a 7 hour event.

What is our Relay event schedule?



The American Cancer Society
Relay For Life of Kershaw County

Lugoff-Elgin High School stadium
1284 US Highway 1, Lugoff

May 12, 2017 7 pm- midnight
www.relayforlife.org/kershawcsc

[https://www.facebook.com/
groups/140175046575/](https://www.facebook.com/groups/140175046575/)

For more information contact
Gail H. Kirkland, Event Lead
803-438-3483
rflofkc@gmail.com

-CELEBRATE-
Survivor Reception/Registration 5-6:30 pm
in The LEHS Wellness Center
Opening Ceremony 7:00 pm
Survivor Victory Lap 7:10 pm
Caregiver Lap 7:20 pm
Corporate Sponsor Lap 7:30 pm
Team Celebration Lap 7:40 pm
Entertainment 8-9:15 pm
-REMEMBER-
Luminaria Ceremony- 9:30-10:00 pm
Entertainment 10:00-12:30 pm
-FIGHT BACK-
Closing & Flight Back Ceremony 11:45 pm



Relay For Life of Kershaw County
803-438-3483
rflofkc@gmail.com
[www.relayforlife.org/
kershawcsc](http://www.relayforlife.org/kershawcsc)

What is the theme for our event?



Our 2017 theme is CELEBRATE HOPE! It's what Relay For Life is all about. We celebrate survivors and they are our hope. We give hope to those that they hear the words "You've got cancer" through research, programs and services. You provide hope by your participation in Relay!

What forms do I need to fill out when I turn in money?

1. **Accounting sheet** (see website for example of how to fill this out) Please remember that the dollar amount on the accounting sheet **MUST** agree to donation envelope and also the amount of actual money turned in.
2. **Donation envelope** (see website for example of how to fill this out)
3. **Sponsor form** (if you have sold sponsors) (see website for example of how to fill this out)
4. **Luminaria form** (if you have sold luminaria) (see website for example of how to fill this out)
5. **T-shirt order form** (filled out on Excel using the computer not computed manually if you sold t-shirts)
6. **Purple Glow stick form** if you sell these, please fill out a form so we know how to deliver these
7. All paper forms are available at monthly team meeting January-April and online (except for donation envelope).

When will our team get our campsite location?

At our last meeting in April, registered teams will be given their campsite location and a map will be given to the teams on Bank Day. Please share this information with the team members that will be setting up your tent. It will be posted on our web site and it will be sent out in several e-mails as well.

2017 Event T-shirt information

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.



RelayForLife.org | 1.800.227.2345

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When you register as a team member online at www.relayforlife.org/kershawcsc and raise \$100, you'll receive a

white participant t-shirt. This t-shirt is earned. It is a badge of honor! We do not sell these shirts. These shirts are strictly for team members. You should wear this shirt with pride because you have made a commitment to the fight against cancer. It is your commitment to raise a minimum of \$100 as a team member. You are a special part of Relay's success.

If you're a registered survivor, then you'll receive a purple survivor shirt. Survivors that register at the event will get their shirt at the reception/registration. Survivors that are a part of the team, will get their t-shirt on Bank Day. They must be a team member to get their shirt that day. FYI... Purple is the signature color of Relay and is the color for ALL types of cancer. We don't leave any cancer out! All types of cancer are recognized at Relay events across the world!

2016-2017 Event Leadership Team (ELT)

Gail H. Kirkland-Event Lead (coordinates with ACS partner and ELT team to plan and execute every detail for our event)

rflofk@gmail.com

Marnie Walls- ACS Community manager- (works with Event Lead and ELT to execute event and provide supplies)

Marnie.walls@cancer.org

Kelly Wilder- People Lead (oversees Community Champions, Team Ambassadors, Survivors & Caregivers Lead, Youth Champions)-kelly.wilder@kcsdschools.net

- **Mary Ann Byrd- School Team Ambassador** (recruitment/retention of School teams)-

maryanne.byrd@kcsdschools.net

- **Elizabeth Tate, Cheron Sears, & Day of event volunteers- Survivors & Caregivers** (celebrating, planning & executing Survivor Reception, registration and survivor & caregiver laps)

tate.a.liz@gmail.com

cheronsears@gmail.com

- **Nikki Keels-Logistics-**(Day before & Day of Event set up & organization along with planning for logistics)

jnk803@gmail.com

- **Tara Boone- ACS CAN/Mission-**(works with our legislators to get bills passed to carry out the ACS mission)

tboone@rplfirm.com

- **Robin Watkins-Accounting** (makes deposits & keeps team spreadsheet)
robin.watkins@kershaw.sc.gov
- **Julie Keith & Katherine Long- Fundraising Leads**
- (accepts t-shirt and/or other fundraising orders from teams, submits orders to vendors, sorts orders and ensure accuracy of orders)
 - jkeith920@gmail.com, katherine.long@kcsdschools.net

We are always looking for those with leadership skills to serve on the ELT (Event Leadership team). If you have an interest in a particular area of leadership for our Event, please don't hesitate to contact Marnie or myself. We have a number of areas that we would like to fill.

- **Luminaria** (oversees the day of event & obtains assistance prior to our event in filling and setting up of bags for the event by recruiting volunteer groups)
- **Survivor Registration & Reception day of event volunteers** (assisting Survivor Leads)-works Day of event at the survivor reception to get survivors registered & assists with set up and clean up.
- **Sponsorship**- works with businesses and organizations in the community prior to the deadline to obtain sponsors for our event. This is someone who is comfortable with speaking with community leaders.
- **Recognition**-works with Event Lead and ACS staff manager to recognize teams at the Wrap Up or at meetings)
- **Relay activities**- Works with Event Lead to have fun activities and/or entertainment at our event)
- **Team Ambassador-Churches** (works with Event lead & staff partner to get community churches involved)
- **Team Ambassador**-New teams (mentors new teams and assists with their questions) This should be a seasoned Relayer that is understands how to fill out forms, deadlines and how the event progresses.

Many thanks for being a Relay For Life volunteer! Please feel free to contact me if you have any questions. I look forward to hearing from you! Thanks for your leadership! I will be happy to review any of these items with you as well. I do suggest saving a copy of this so you can use it as a reference for deadlines and upcoming events.

For A Cure,

Gail H. Kirkland, Event Lead, Survivor
 803-438-3483 office (Lugoff Paint & Body Shop, Inc.)
 647 Lachicotte Rd.
 Lugoff, SC 29078
rflfokc@gmail.com www.relayforlife.org/kershawcsc

**** We close from 12-1 for lunch****