



Sunday, July 24, 2011

## Getting Started Information for Team Captains

### What is included in this Team Packet?

- Registration Information
- Contact Sheet
- Fundraising Tips
- Sample Letter for Recruiting Team Members
- Sample Letter for Donation Requests
- Set-the-Pace Form
- Pledge Forms
- Team Roster

### 1) Register Your Team Online

#### *What is a Team?*

A team is any group of 5 or more friends, family members or co-workers. Team members can include all ages and levels of fitness, and can be any combination of runners, walkers or wheelchair participants.

#### *What am I responsible for as a Team Captain?*

Team Captains are responsible for:

- Registering your Team online
- Upkeep of Team Webpage
- Collecting all completed entry forms, fees and submitting them together
- Encouraging team members to raise donations for the team as well
- Some captains pick-up their team members t-shirts at Team Captain Pick-up (see below)

#### *How do I register my Team?*

**Online (Preferred):** Team Captains and team members can register online at [www.summerun.org](http://www.summerun.org). Team Captains must register first in order to set up a team online and then team members can join.

**Note:** Everyone registering online gets their own webpage but the team captain gets two webpages; their personal webpage and the team's webpage that they have to manage.

- 1) Go to [www.summerun.org](http://www.summerun.org)
- 2) Press "Start a Team" Button
- 3) Step 1 – Enter Personal Information
- 4) Step 2a – Select "Create a New Team" and select Goal Amount
- 5) Step 2b – Enter the Team Name as you want it to appear
- 6) Step 3 – Select 5K Run or 5K Walk
- 7) Step 4 – Enter; Age, gender, t-shirt size, and select \*No Team\* since you are the creating the team now (your team name will show up later)
- 8) Step 5 – Enter Payment Info
- 9) Step 6 – Confirm Information
- 10) Step 7 – You will see confirmation (an email will be sent as well) and you are now logged into your Dashboard which allows you to update and change your webpage

**By Mail:** Using the brochure registration form, simply fill in your name under "Team Captain" and team name under "Team Name." Ask team members to return their registration form to you. You can do this by writing your address on the registration forms or including a self-addressed envelope.

**Please be aware that Team Captains must register online if they wish to have an online team fundraising page and have the team name appear as a sign-up option for other team members.**

## 2) Asking for Donations and Fundraising

### *How do friends and family donate to my team or to a participant on the team?*

Online Donations: If you registered online, you will receive a personalized online fundraising page (Dashboard) which allows you to send emails to friends and family asking them to donate to you. Below are the steps to give friends and family to have them donate to you or team members online.

- 1) Go to [www.summerun.org](http://www.summerun.org)
- 2) Press “Donate” Button
- 3) In Search box, type in the name of the team or participant, press enter
- 4) Once their name appears, press the team name or participant, this will take you to their fundraising webpage
- 5) Press, “Donate to Support Me!”
- 6) Fill out the payment information – once submitted the payment will show up on fundraising page as they entered it.

Mail-In Donations: Paper pledge forms are also included in this team packet. Have people fill out team name on pledge forms and send pledges to the address below. Checks are great but please have folks fill out the team name & participant in memo section of check and mail in to address below.

### *Can Team Members fundraise too?*

Yes, keep in mind your team members need to have their family/friends go to their own personal webpage not the team webpage to donate. All donations made by team members will reflect on the team page as long as they joined your team correctly.

### *Where do proceeds go?*

Remind everyone you ask that 100% of funds raised by the SummeRun & Walk benefit the Marsha Rivkin Center for Ovarian Cancer Research.

## 3) Keep in mind Deadlines

### *What is Set-the-Pace and when is the Deadline?*

For an individual donation of \$1,000 or team donation of \$2,500 to the 2011 SummeRun & Walk, you can become a “Set the Pace” member and have a friend or loved one’s name listed on the official 2011 SummeRun & Walk T-shirt. The deadline is June 14<sup>th</sup>, 2011. Please see forms in this team packet package.

### *What is the Team Deadline?*

If team captains would like to pick-up team member’s packets in advance, the deadline for team members to sign up is **July 8, 2011**. This deadline is important to ensure that team captains can pick up t-shirts and bib numbers for team members prior to the event.

### *When is Team Captain Packet Pickup?*

Team captains may pick up their team’s bib numbers and timing chips (for runners) for their team members *by appointment only* on July 15 and 16. To schedule an appointment, please send email to [summerun@swedish.org](mailto:summerun@swedish.org) or call 206-217-6700. If you do not choose to pick-up packets early, team member may pick-up their race bib and timing chip at registration on the day of the event.

## 4) Questions?

Call the SummeRun & Walk at (206) 215-6700 or email us at [summerun@swedish.org](mailto:summerun@swedish.org).

### *Mail in or drop off forms, donations, etc?*

Team registration forms, set-the-pace forms, and donations, may be dropped off or mailed to the following address:

Rivkin Center  
Attn: SummeRun  
801 Broadway, Suite 701  
Seattle, WA 98122



Sunday, July 24, 2011

## Team Registration Information

Bring your family, friends and co-workers to the 2011 SummeRun & Walk for Ovarian Cancer! All funds raised support the life-saving work of the Marsha Rivkin Center for Ovarian Cancer Research.

There are three easy ways to register for the SummeRun & Walk:

1. **Online registration** is the recommended sign-up method! Online registration is available at [www.summerun.org](http://www.summerun.org). When you sign up online, you will receive a personalized online fundraising page.
2. **Mail-in registration** is possible through the registration form on the event brochures or downloadable from the SummeRun & Walk website ([www.summerun.org](http://www.summerun.org)). Please note, if you do not register online, you will not receive a personalized online fundraising page.

If you are part of a team that is registering by mail, you must return your completed registration form and fees to your Team Captain. The Team Captain is responsible for collecting all completed forms and fees, and submitting them together by mail or in-person to: Rivkin Center, Attn: SummeRun, 801 Broadway, Suite 701, Seattle, WA 98122.

\*\*If you would like to schedule an appointment to pick-up packets for your team members, all registration materials must be received by Friday, July 8.

3. **Day-of-event registration** begins at 6:30 am on Sunday, July 24, 2011 at the corner of Marion St. & Minor Ave. Please note that day-of-event registration is \$35.

Questions? Please visit [www.summerun.org](http://www.summerun.org) or call (206) 215-6700.

## CONTACT SHEET

SummeRun & Walk (Website)		<a href="http://www.summerun.org">www.summerun.org</a>
SummeRun & Walk Hotline/Email (Questions about Event, etc)	206-215-6700	<a href="mailto:summerun@swedish.org">summerun@swedish.org</a>
Marnie Foust, SummeRun Event Manager	206-386-3357	<a href="mailto:marnie.foust@swedish.org">marnie.foust@swedish.org</a>
Christine Linders, SummeRun Website Support	206-215-3523	<a href="mailto:christine.linders@swedish.org">christine.linders@swedish.org</a>
Marsha Rivkin Center Mainline	206-215-6200	<a href="http://www.rivkincenter.org">www.rivkincenter.org</a>
Clint Burwell, Director of Rivkin Center	206-215-6063	<a href="mailto:clint.burwell@swedish.org">clint.burwell@swedish.org</a>

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### JOIN US ON FACEBOOK!

Visit [www.facebook.com](http://www.facebook.com)  
Search for the SummeRun  
Press “Like” to support us and our cause  
Write comments about the event, view our photos, and connect with others attending the event on July 24<sup>th</sup>, 2011!

#### *To Advertise about your Team on Facebook*

- 1) Login to your personal facebook account at [www.facebook.com](http://www.facebook.com)
- 2) Press “link” button from your profile to include a hyperlink to the team webpage asking for support or for team members to join you; and/or
- 3) Send messages to your friends about the SummeRun & Walk event with a hyperlink to the team website, and/or
- 4) Change your status letting friends/family know you are attending the event, and/or
- 5) Create an Event from your profile by pressing “events” and creating a new event for this date which allows you to send to friends.

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### FUNDRAISING 101

Quick Ways to Raise \$50 for your T-Shirt Goal and Funds for your Team!

- Ask two friends to donate \$25 each.
- Donate \$25 and have your company match your donation.
- Ask two family members to donate \$25 each.
- Ask 5 co-workers to donate \$10 each.
- Ask your Facebook friends to \$5 or \$10 each.
- Sell unused items on Craigslist, hold a bake sale or have a lemonade stand!

## SAMPLE LETTER FOR TEAM RECRUITMENT

Dear Friends,

It's time again for the SummeRun & Walk for Ovarian Cancer! I am organizing a team, [TEAM NAME], for this year's SummeRun & Walk which benefits the Marsha Rivkin Center for Ovarian Cancer Research. Our team will participate in honor of \_\_\_\_\_, and I would love to have you join us to help raise funds and make a difference in ovarian cancer research!

It is very easy to join [TEAM NAME]. The SummeRun & Walk will be held on Sunday, July 24, 2011 and team members can sign up for the 5K run or walk. I have attached a registration form for you, or you can register online at [www.summerun.org](http://www.summerun.org). The registration fee is \$25 in advance. Besides a very fun event, there will be food and festivities following the race.

This year, [TEAM NAME] has set a fundraising goal of \$\_\_\_\_\_. If you are not able to participate in this year's race, please consider making a pledge to help support our team with the attached pledge form. As the team captain, I will be responsible for collecting all completed team entry forms, fees and pledges.

Because of generous sponsorship from Swedish Medical Center, 100% of funds raised, including registration fees and all donations, benefit the Rivkin Center! The mission of the Rivkin Center is to save lives and reduce suffering through improved treatment, early detection, and prevention of ovarian cancer. You can learn more at their website: [www.rivkin.org](http://www.rivkin.org).

No one can beat ovarian cancer alone, but, with your support, we can help save women's lives. Please feel free to contact me [YOUR CONTACT INFO] if you have any questions. I can't wait to see you there!

Sincerely,

[NAME]  
Team Captain



Dear Friends and Family,

I am participating in the *SummeRun & Walk* to benefit the Marsha Rivkin Center for Ovarian Cancer Research on July 24, 2011 and am asking for your support.

Thanks to the generous underwriting by Swedish Medical Center, every dollar raised supports important research to help find new ways to detect ovarian cancer in its early stages, to develop better treatment options, and to find a cure for ovarian cancer.

Please consider donating to sponsor me as I (run/ walk) in support of ovarian cancer research. I have included a donation form for you to return to me. My personal fundraising goal is \$500, and just \$25 from you can help me reach this goal. If you would like to join me on July 24<sup>th</sup> or want to learn more about the *SummeRun & Walk*, please visit [www.summerun.org](http://www.summerun.org)

I feel passionately about this cause and hope you will join me in this fight. Every person who runs, walks, donates, or volunteers, is making progress possible.

Thank you for your support!

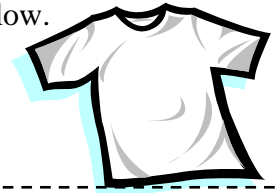


## HELP SET THE PACE!

Honor a friend or loved one by recognizing them on the Official T-Shirt for the 2011 SummeRun & Walk!

For an individual donation of \$1,000 or team donation of \$2,500 to the 2011 SummeRun & Walk, you can become a "Set the Pace" member and have a friend or loved one's name listed on the official 2011 SummeRun & Walk T-shirt.

To honor a friend or loved one, please return your donation(s) using the form below.



**DEADLINE:** June 14, 2011

**QUESTIONS?** Please call the Marsha Rivkin Center at (206) 215-6200.

### I want to help "Set the Pace!"

*Please check the appropriate box and return with donation(s) to the address below.*

**Individual - \$1,000 (Personal Donation)**

Individual's Name to Honor (will be listed on T-Shirt): \_\_\_\_\_

**Team - \$2,500 (Minimum Team Fundraising of \$2,500, multiple donations OK)**

Team Name (will be listed on T-Shirt): \_\_\_\_\_

**Donation & Contact Information:**

Check Enclosed (*Please make payable to: SummeRun & Walk*)

Visa       MasterCard       American Express       Discover

Credit Card Number	Exp Date	CSV Code	Signature
Name		Phone	
Address			
City	State	Zip	
Email		Fax	

**Please return by June 14, 2011 to:**

Marsha Rivkin Center ♦ 801 Broadway, Suite 701 ♦ Seattle, WA 98122





**5K Walk & Run  
Sunday, July 24, 2011**

Please accept my pledge towards the SummeRun & Walk benefiting the Marsha Rivkin Center for Ovarian Cancer Research. All donations are tax deductible.

100% of event proceeds benefit the Rivkin Center to help further the Center's mission to save lives and reduce suffering through improved treatment, early detection and prevention of ovarian cancer.

- |                                |                                |                                     |
|--------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> \$25  | <input type="checkbox"/> \$35  | <input type="checkbox"/> \$50       |
| <input type="checkbox"/> \$75  | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$150      |
| <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 | <input type="checkbox"/> Other_____ |

Name \_\_\_\_\_ Team Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_

<input type="checkbox"/> Check enclosed Please make checks payable to: <b>SummeRun &amp; Walk</b>	Please charge my <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MC
Credit Card Number _____	Exp. Date _____
Signature _____	CSV Code _____

*Please return to Team Captain*



**5K Walk & Run  
Sunday, July 24, 2011**

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- |                                |                                |                                     |
|--------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> \$25  | <input type="checkbox"/> \$35  | <input type="checkbox"/> \$50       |
| <input type="checkbox"/> \$75  | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$150      |
| <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 | <input type="checkbox"/> Other_____ |

Name \_\_\_\_\_ Team Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_

<input type="checkbox"/> Check enclosed Please make checks payable to: <b>SummeRun &amp; Walk</b>	Please charge my <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MC
Credit Card Number _____	Exp. Date _____
Signature _____	CSV Code _____

*Please return to Team Captain*



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- |                                |                                |                                     |
|--------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> \$25  | <input type="checkbox"/> \$35  | <input type="checkbox"/> \$50       |
| <input type="checkbox"/> \$75  | <input type="checkbox"/> \$100 | <input type="checkbox"/> \$150      |
| <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 | <input type="checkbox"/> Other_____ |

Name \_\_\_\_\_ Team Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone \_\_\_\_\_

<input type="checkbox"/> Check enclosed Please make checks payable to: <b>SummeRun &amp; Walk</b>	Please charge my <input type="checkbox"/> Visa <input type="checkbox"/> AmEx <input type="checkbox"/> MC
Credit Card Number _____	Exp. Date _____
Signature _____	CSV Code _____

*Please return to Team Captain*



Sunday, July 24, 2011

## 2011 Team Pre-Registration Roster

Team Name \_\_\_\_\_

Team Captain \_\_\_\_\_

	Participant Name	\$25 Entry Fee Received	Event	T-Shirt Size	Phone Number	E-mail Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Please use this sheet to track your team registrations.

If you'd like to make an appointment to pick-up your team packets in advance, team registration forms are due on July 8, 2011.

*This is a pre-registration tool for team captains to record team members only. The SummeRun does not need this form.*

**For more information** visit [www.summerun.org](http://www.summerun.org) or call 206-215-6700.