



**RELAY  
FOR LIFE**

 **Bermuda Cancer  
and Health Centre**  
BERMUDA REGISTERED CHARITY #070

Presented by:



**Liberty Mutual.**  
INSURANCE

# Team Tool Kit



To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

**BermudaRelay.bm**



## Three Cheers for YOU!

Thank you for choosing to become a Relay For Life participant.

Our Relay event will be here before we know it, and it's sure to be an experience you'll always remember!

Now that you have committed to participate, you may wonder what to do next. Please refer to this Team Member Guide and our website, [bermudarelay.bm](http://bermudarelay.bm), for information, tools and ideas to help you prepare for Relay and make your experience more enjoyable.

## With YOUR Support we Raise Money For

### **YOUR DOLLARS MAKE A**

**DIFFERENCE:** 97% of every single dollar raised makes an impact on people right here in Bermuda, from providing community outreach programmes on reducing your cancer risk to funding access to life-saving services, such as early cancer detection and radiation therapy treatment. The other 3% supports ground-breaking cancer research, critical patient care services, and education and prevention initiatives worldwide through the American Cancer Society.



## What's Next

Every successful team has a leader. So, if you haven't already, elect your Team Captain. This person will receive communications from Relay For Life of Bermuda regarding the event and will be your team's biggest cheerleader.

### **Team Captain Role & Responsibilities:**

A Relay For Life Team Captain supports Bermuda Cancer and Health Centre by leading a team to raise a minimum of \$100 per team member.

- Recruit a team of 10-18 members by inviting or re-committing others to be team members.
- Recruit a Co-Captain to help you with your duties.
- Communicate, Communicate! Stay in touch with your team and share what you are learning from other Team Captains.
- Set a Fundraising Goal - help the team set a fundraising goal. (The minimum fundraising expectation is \$100 per team member to earn our commemorative Thank You gift.)
- Recognise Cancer Survivors – encourage survivors on your team to register and participate in the survivorship celebrations at the event.
- Lead and encourage your team to reach its fundraising goal. Challenge other teams!

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# Delegate

By utilising the team delegation wheel, your team can delegate tasks, engage all participants and encourage leadership among the entire team.

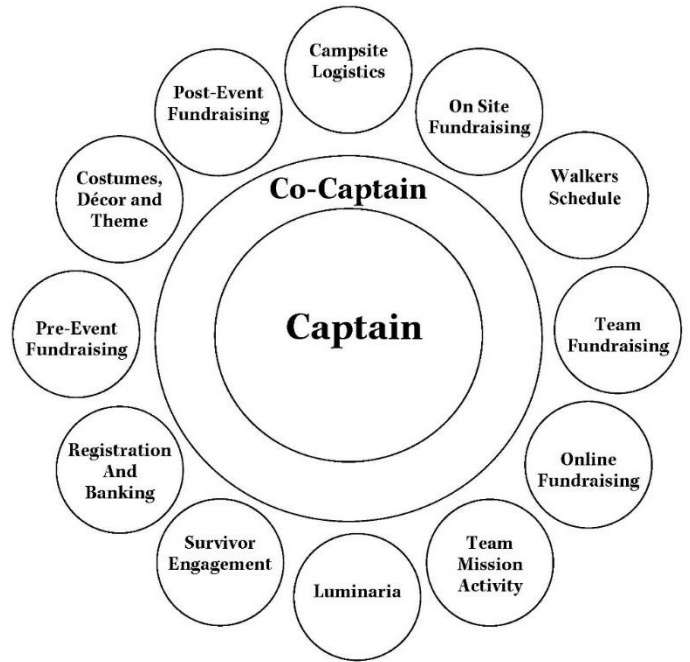
Thus preventing captain burnout and ensuring fundraising success.

A team is essentially a mini committee:

- 10-15 suggested number of members
- Conduct monthly meetings
- Delegate duties among team participants based on the team wheel

By utilising the team delegation wheel, your team can delegate tasks, engage all participants, and encourage leadership among the entire team.

Thus preventing captain burnout and ensuring fundraising success.



# Set Goals - as a Team and Individually

It's good to have goals. It's great to have fun ideas to help you reach them. You'll be unstoppable when your team works together to meet your goals.

- Why do I Relay? \_\_\_\_\_
- I plan to recruit \_\_\_\_\_ teammates by \_\_\_\_\_.
- Our team goal is to have \_\_\_\_\_ team members, and we will recruit more team members by doing the following:
- Our team fundraising goal is \_\_\_\_\_.
- Our team will have \_\_\_\_\_ team fundraisers.
- Our team will do \_\_\_\_\_ on-site on the day of Relay fundraisers.
- My individual fundraising goal is, \_\_\_\_\_ and I plan to achieve this by \_\_\_\_\_.
- I plan to send out \_\_\_\_\_ emails to ask for donations, thank donors, or recruit other teammates by \_\_\_\_\_.
- I will ask \_\_\_\_\_ people \_\_\_\_\_ how they can support me in finishing this fight.
- I will learn about \_\_\_\_\_ ACS programs to direct people to their needed resources.

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## Staying Motivated

Sometimes, we get so focused on what tasks we need to get done for Relay that we forget to connect with our team and recognise and celebrate our accomplishments. And let's face it...we all like to feel connected and be recognised for doing our part.

### Here are some things to consider:

- What is each team member's WHY they Relay for (list person(s)/reasons):
- What motivates my team is:
- Delegating is one way to make things easier and to let other team members feel they have an essential role. List two activities/tasks that you can delegate and who you will delegate these tasks to
- Communication is one of the keys to having a successful team. Best way to communicate with my team more effectively is to:
- My team can help deliver the mission of the Bermuda Cancer and Health Centre to our community. How can help my team do this
- Think of ways to publicly or privately recognise and celebrate your team and teammates.
- What types of accomplishments is your team celebrating?
- What types of encouragement and support are you providing teammates who may feel like they're struggling?
- How are you and your teammates recognising individuals or businesses who've donated to your efforts?
- What ways do you share your accomplishments with your supporters?

## \$100 Fundraising Commitment

The dollars you raise help Bermuda Cancer and Health Centre save more lives from cancer. Each participant is asked to raise a minimum of \$100. We have a commemorative incentive gift for each participant who reaches the \$100 achievement!

Three quick ways to raise \$100 before the April 30 deadline to get the annual thank you gift!

- Donate \$20 yourself and ask four friends for \$10 each.
- Ask 20 friends to donate \$5 each.
- Sell 10 luminaria bags for \$10 each.

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# Your Team's Plan of Action

Don't let the little details slide by in all the excitement. As the event day gets closer, make a checklist so all the errands get run, your campsite has all the essentials, and the fun never stops. The more you take care of now, the more time you'll have to enjoy the company of friends and family. Let's make the most of your Relay For Life experience. All you have to do is follow the steps.

NEXT STEPS	DONE
<p><b>Build your Team.</b></p> <p>Talk to everyone you know and share why you Relay. ANYONE in the community can be part of this event. Ask cancer survivors to be on your team!</p> <ul style="list-style-type: none"> <li>• Share with others "Why YOU Relay" and ask them their Why.</li> <li>• Utilise the Delegate Wheel in this document to help.</li> </ul>	
<p><b>Get to know your teammates.</b></p> <p>Schedule a team meet-up at a fun spot!</p> <p><i>Where?      When?</i></p> <p><i>Decide on a TEAM NAME</i></p>	
<p><b>Register your Team:</b> the team captain will register the team at <a href="http://www.bermudarelay.bm">www.bermudarelay.bm</a> and will set up the team's profile page; you will need:</p> <ul style="list-style-type: none"> <li>• Team Name:</li> <li>• A brief statement on why your team is participating:</li> <li>• Your team's fundraising goal - how much money will your team raise (minimum of \$100/team member):</li> </ul>	
<p><b>Register your Team Members</b> - there are two ways to register team members!</p> <ol style="list-style-type: none"> <li>1) The Team Captain does it at the same time as setting up the team, and then each member can log in and set up their individual fundraising pages. This requires paying the \$10 registration fee for each member.</li> <li>2) The Team Captain sets up the team and then sends each team member a link to register themselves and pay the registration fee of \$10.</li> </ol>	
<p><b>Plan and hold your Pre-Relay Fundraising:</b></p> <ul style="list-style-type: none"> <li>• To reach your \$100 per team member goal minimum, team members can come together and hold pre-Relay fundraisers. Host a yard sale, bake sale, quiz night, or car wash!</li> <li>• Promoting your event - share it on social media and be sure to tag @bermudarelay</li> <li>• Whatever you do, have fun!</li> </ul>	

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<p><b>Motivate, delegate and touch base with your team.</b> Hold regular team get-togethers to build spirit and keep everyone informed. Share your Relay story to help connect them with why Relay For Life is essential. Ask for help and delegate tasks; more hands make lighter work.</p>	
<p><b>Plan For Relay May 10-11</b></p> <ul style="list-style-type: none"> <li>• <b>Theme and Decorations:</b> each team will be assigned a campsite on Northfield. This space is yours to decorate! The exact location on the field will be announced by May 4<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Will you provide your team a 10 x 10' tent or rent from a tent company? Make a list of what you need and who will give it.</li> <li>○ Teams are encouraged to spend the night, and there will be plenty of space behind your campsite to put up tents and a communal area for your team.</li> <li>○ There are prizes to win!</li> </ul> </li> <li>• <b>Onsite Fundraiser:</b> On-site fundraisers are a great way to build team spirit and the overall spirit of the event! <ul style="list-style-type: none"> <li>○ You can easily turn your talents, hobbies, or interests into an on-site fundraiser! Some of the most successful fundraisers involve things that people would spend money on anyway – food, entertainment, gifts, and personal services. Sell your famous cookies for donation or auction off a day working in the yard this spring.</li> <li>○ The possibilities are limitless!</li> <li>○ Check out the What To Bring Section of this document</li> </ul> </li> </ul>	
<p><b>Attend Team Captain Meetings.</b></p> <p>The event committee hosts 3 team captain meetings (Feb, Mar, Apr), which provide valuable information and an opportunity to network with other teams. If your team captain cannot attend, send another team member.</p> <p><b>Key Dates and Team Captain Meetings</b> - <a href="https://www.cancer.bm/relay-for-life/your-team/key-dates-and-team-captain-meetings">https://www.cancer.bm/relay-for-life/your-team/key-dates-and-team-captain-meetings</a></p>	
<p><b>Event Day</b> – see the Event Day section of this document for details.</p> <p><b>Friday</b></p> <ul style="list-style-type: none"> <li>• 10 am – 4 pm - the road around North Field is open, and you can drive through and drop off your gear. Park your car in the parking lots and come and start your set-up.</li> <li>• 4 pm - gates close, and general admission begins, entry by wristbands only.</li> <li>• 4 – 6 pm Team fundraisers open</li> <li>• 6 pm - Relay For Life get underway.</li> <li>• A complete Schedule of ceremonies, entertainment and activities will be provided in early May.</li> </ul> <p><b>Saturday</b></p> <ul style="list-style-type: none"> <li>• Onsite fundraising continues all night; why? Cause cancer doesn't sleep!</li> <li>• 12 noon Fight Back Ceremony</li> <li>• We ask teams not to pack up too early as it deflates the excitement around the track.</li> <li>• 12:20 pmish the track opens for vehicles to drive through and pick up gear.</li> </ul>	

# Fundraising Planning Guide

## Types of Fundraisers

With the help of your team members, determine what type of fundraiser you are interested in having. Think about the skills and resources of the individuals on your team. Also, remember the four fundraising types: individual, team, online, and on-site.

- **Individual fundraising:** Ask ten friends, coworkers, neighbours, or family to contribute \$10 each to your fundraising efforts.
- **Team fundraising:** As a team, host a golf tournament, car wash, bake sale, or spaghetti dinner.
- **Online fundraising:** Do you have friends and family living out of the country or prefer to donate by credit card? Send them an email from your personal Relay fundraising page.
- **On-site fundraising:** Are there services or goods you and your team can provide at the event in exchange for a donation, such as massages, handmade jewellery, or homemade treats?

## Goal-setting and Planning

Deciding which type of fundraiser you want to have is the first step. Next, you'll want to set a goal for how much money you wish to raise. When setting your goal, don't forget to take expenses into account.

For example, let's say you plan to host a neighbourhood movie night and would like to raise \$300. You estimate your expenses will be \$50, covering popcorn, beverages, candy, and the movie rental. Try working with local businesses to get the rental and concessions donated.

You'll want to break down the goal to determine how many people will need to attend to raise \$300. For example, if you charge \$10 a person to attend, and the in-kind donations come through, then you only need 30 people to attend to reach your \$300 goal.

- Now that you know what you're doing and have a goal, you'll want to think about the logistics and details of the fundraiser.
- What time of year would be best for your fundraiser?
- Which day of the week and what time?
- Do you have the location secured?
- Is there adequate parking?
- Is there enough seating for everyone?
- Are decorations and signage needed?
- Plan to get the word out about your fundraiser. Think about the audience that you're trying to reach and the best ways to engage them.

Once you have a list of all your logistical needs, determine which team member(s) will be responsible for what and when each task needs to be completed. Remember, this is a team fundraiser, so it should be a team effort!

## Wrap-up

Congratulations, your fundraiser was a huge success! Now what?

- **Thank-you's:** Ensure you acknowledge and thank everyone who attended, contributed to, and helped with your fundraiser, especially your team.
- **Evaluation:** Meet with your team to review the great things that happened and to look at any challenges you experienced. If you decide to hold a similar fundraiser in the future, you'll know where to make some changes.

**Now it's your turn! Use the Team Fundraiser Planning Worksheet to plan your Relay For Life team fundraiser!**

To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

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# Team Fundraising Planning Worksheet

<b>Team Name:</b>		
<b>Fundraiser Title:</b>		
<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Fundraiser Goal:</b>		<b>Expected Attendance:</b>
<b>Estimated Income:</b>		<b>Estimated Expenses:</b>

Task <i>Each item may need its own detailed list</i>	Person Responsible	Task Completion	
		Deadline	Actual
<b>Logistics</b>			
▶ Select a date and time. <i>Review school/community calendars</i>			
▶ Reserve space <i>(and rain location if necessary)</i>			
▶ Review rules/limitations of space			
▶ Create a list of needed equipment and supplies			
<b>Publicity</b>			
▶ Design ad/flyer/poster/memo			
▶ Make copies (determine # needed)			
▶ Set a date and assign volunteers to distribute			
<b>Event Management</b>			
▶ Generate a list of needed volunteers			
▶ Recruit volunteers			
▶ Create detailed volunteer schedule - task, person responsible, time, location <b>** Include setup and clean-up duties**</b>			
<b>Integration of Bermuda Cancer and Health Centre's mission and cancer education</b>			
▶ Establish focus & implementation strategy			
▶ Make a list of supplies & obtain necessary materials from the Bermuda Cancer and Health Centre			

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# Team Fundraising Planning Worksheet

## Goal Setting and Planning

### Estimated Income

Type of Income	Income	Quantity	Total
Tickets	\$10 per person	25 people	\$250
<b>Total Estimated Income</b>			<b>\$</b>

### Estimated Expenses

Type of Expense	Cost
Food	\$50
<b>Total Estimated Expenses</b>	<b>\$</b>

Total Estimated Income: \$ \_\_\_\_\_  
 - Total Estimated Expenses: \$ \_\_\_\_\_

Net Fundraising Goal:

### Don't forget ...

- Before implementing your fundraiser, inquire about local laws that may affect your fundraiser's success (Government raffle and food permits).
- Make a plan to get the word about your fundraiser out to the audience you are trying to reach.
- Thank everyone who attended, contributed to, and helped with your fundraiser, especially your team.
- Meet with your team after your fundraiser is complete to evaluate what worked well and what you might want to do differently.
- Three quick ways to raise \$100 before the April 30 deadline to get the annual t-shirt!
  - Donate \$20 yourself and ask four friends for \$10 each
  - Ask 20 friends to donate \$5 each
  - Sell 10 luminaria bags for \$10 each

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# About Relay For Life

## *What is Relay For Life?*

Relay For Life is a unique 18-hour, overnight fundraising event that brings communities together in the fight against cancer. Whether you are a cancer survivor, a caregiver, supporting friends or loved ones, or simply wanting to make a difference, Relay For Life empowers everyone who participates.

Relay is not a race. Instead, participants take turns to walk around the track. Whether you stay for the whole event, camp overnight or just visit and walk a few laps, your commitment and support will make a meaningful contribution to the cancer fight.

## *Highlights* – Opening Ceremony

With all tents pitched and all participants standing by, the opening ceremony sets the tone for the event ahead. As the Relay For Life Oath is read, the faces of the participants tell personal stories of challenge, strength and hope that will drive them through the hours and laps that lie ahead. A countdown signals the start, and the Relay begins with the first lap – the Survivors and Caregivers Walk.

## *Celebrate* – Survivors and Caregivers

The first laps honour cancer survivors, with their caregivers joining them halfway and finishing together. All participants gather around the track to applaud the courage and strength of those completing the lap.

All cancer survivors and caregivers are welcome to participate in the walk, whether they are part of a team or not. People who choose to walk as survivors are those who are now cancer-free and those who are currently undergoing treatment. Caregivers include those walking with the person they cared for and those walking in honour of a loved one lost.

Please register as a survivor or caregiver at the registration desk before the Relay begins.

As the Survivor Lap winds down, the Team Parade kicks off, with teams taking to the track to display their team banners, themes, and outfits! The team rosters kick in as teams are encouraged to have team members taking turns walking the track through the night till noon the next day, why? Cause Cancer Never Sleeps!

## *Remember* – Luminaria Ceremony

A time to remember, a time for hope. This is the defining element of Relay For Life. It is a time to remember those lost to cancer and to show support for those living with cancer. Candle tribute bags line the track inscribed with personal messages of love and support. As they burn throughout the night, they guide and inspire tired bodies to keep on going.

## *Fight Back!* – Closing Ceremony

The final lap at each Relay For Life captures the sense of camaraderie by enabling all team members to walk together and reflect on their achievements. Fond memories and new friendships have been forged under a united hope and belief.

Prizes are awarded, and the final fundraising total is announced. Participants celebrate in the knowledge that it is the spirit of an entire community that has the power to make a difference. Many participants will choose to pledge to Fight Back against cancer.

Then it is home for some well-earned rest ...until next year!

By participating in Relay For Life of Bermuda, you are helping Bermuda Cancer and Health Centre to raise awareness and funds to support cancer prevention, detection and treatment in the fight against cancer.

Your Relay For Life event promises to be an experience you and your teammates will never forget and one that will be here before you know it! Throughout the day and night, there are many inspiring ceremonies and activities. From the cheers celebrating survivors and the glow of the luminaria remembering those affected by cancer to the final resolve to fight back to save more lives, you will not want to miss a single moment!

Thank you again for your support!

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# The Event and What To Bring

**Activities & Entertainment** – A showcase of local talent will keep everyone entertained during the event. A full schedule will be available in early May.

**Campsite Themes** – Teams are encouraged to develop a team theme and team banner and decorate their campsite. We recommend appointing a 'Theme Master' for each team. This team member is in charge of choosing a theme, ensuring all team members are in costume and the general theme of the campsite. Note, all decoration must be within the 15' campsite space.

**Drinking Water** – bring your own water bottle; there will be a water refill station at the northwest end of the field.

**First Aid** - will be available; please seek assistance if you experience pain or discomfort during the event.

**Food and Beverage** – You are welcome to bring your food and drinks (**no glass**) or partake of purchased on-site food from other team fundraisers. Many teams will have baked goods and food items for sale as their fundraisers. Unfortunately, **no bar-b-que's permitted!**

**Food Sales** - There is a restricted food license at North Field; therefore, there are some limitations to what can be sold. You must apply for and retain a permit from the Dept. of Health to sell food. The application is available on [bermudarelay.bm](http://bermudarelay.bm). Remember – teams may bring in their items of food and drink for their personal team's use, and the above restrictions will not apply.

**Lap Counting** – Although Relay For Life is not a race, many teams like to challenge themselves and record the number of laps completed by a team or individual. For those keeping track, once around the North Field, the track is 1/3 mile long and will take about 15 – 20 minutes to walk at an average pace.

**Lighting** – will be "ON" at North Field throughout the evening (apart from a brief period when the lamps are turned off for the Luminaria Ceremony). Campsites will not have electricity for lighting, so bring lamps and battery-operated lights for the night hours.

**Luminaria Tributes** – For a \$10 min. donation, you can inscribe your message on a candle tribute bag to honour and support someone living with cancer or in memory of loved ones lost. Located at the Luminaria tent, participants may dedicate and decorate a Luminaria for this special remembrance ceremony, which will begin just after dusk. Luminaria can be purchased AND decorated at the tent until approximately 8 pm.

**Parking** – There is limited parking at North Field (Roberts Avenue Car Park). Alternative parking will be available at neighbouring locations, and a shuttle will be provided during busy periods. Teams are encouraged to carpool and drop team members at the drive-through before parking at an alternative location. A few parking spaces will be reserved for disabled participants at the Robert's Avenue Car Park. Cars must have the official "Disabled Driver" card to access this area.

**Pets** - note that **PETS are not allowed** at North Field. Should any team member have a service dog, please let us know so we may make arrangements for you.

**Prizes** – Several prizes are awarded for outstanding fundraising efforts and for getting into the spirit of Relay For Life. Some events have spot prizes where anybody in attendance might win a prize. Be sure to check out the categories on the website.

**The Purple Couch** – A tradition at our Relay events. During various times throughout the event, individuals, Survivors and teams may come, sit on the couch and tell us their story about why they Relay, who they are relaying for, and, perhaps, tell us what the Relay experience has meant for them.

**Security** – Whilst security will be onsite, participants are responsible for the safety of their belongings. Participants are advised not to leave any valuables unattended. Please bank all money before the event either at Team Captain Meetings or by dropping at 46 Point Finger Rd. The Relay accounting team will collect team fundraising money at specified times during the event.

**Set up (day of)** - On event day, teams can enter at either the Frog Lane or Roberts Ave entrances beginning at 10:00 am on Friday. All Team members are to be wearing their participant bracelets at this

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point to gain access to the field. We encourage all team members to arrive at North Field well before 6 pm, so we will all be ready to experience the opening ceremony. **Unloading** – please note that while vehicles can come onto the track to unload team items, they are **NOT** permitted to drive or park on the grass.

**Survivors** - Survivors are asked to check in at the tent in the middle of the field. Survivors can collect their Survivor and Caregiver sashes and learn more about special Survivor activities.

**Team Packages** – Once registration closes on April 30, volunteers will put together wristbands and fundraising incentive gifts - be sure to have banked all funds before April 30, either at a Team Captains meeting or by dropping them off at the Centre. A collection day will be announced – send one team member to collect and be sure to distribute wristbands before event day.

**Tents** – Both Pop-up (i.e. for fundraising and team activities) and traditional sleeping tents are permitted. Your 10x10' pop-up tent can be set up at your assigned site, and sleeping tents can be set up behind your trackside fundraising tent. Note that **tent stakes cannot be longer than 8 inches**; otherwise, we may damage the fabric layer and irrigation pipes on the field – so please be cautious and consider other ways to weigh down your tents.

**Trash** – We are asking each team to be responsible for their trash. Please bring garbage and recycle bags as part of your supplies and keep your areas trash-free. There will be plenty of garbage and recycle drop-off areas throughout the site. Please crush plastic bottles before you throw them away to reduce the amount of waste. If you see any trash on the field, please help us by disposing of it in the nearest trash can.

**Weather Plan** – In the event of a major weather issue, such as a hurricane, the Relay event will be cancelled. If we experience rain, thunder and lightning, we may all need to take temporary cover in the main tent until the storm passes. If it's just rain, we will continue our Relay around the track – so don't forget to bring some wet weather gear if the weather forecast looks a bit wet!

## What to Bring

### Personal Items:

- Tent(s) to sleep in (with weights for the wind!)
- Poncho or rainwear
- Extra shoes and socks
- T-shirt, shorts, flip-flops
- Pillows, sleeping bag(s), blanket(s)
- Cooler
- Food and drink (water and limited snacks will be provided; additional food may be purchased)
- Cell phone and battery-operated charger
- Camera and extra battery or charger
- Flashlight
- Sunscreen, Sunglasses, and Hat or sun visor
- Costumes (see event schedule for theme laps)
- Money for fundraising events (cash and small bills are best)

### Campsite items:

- Pop-Up Tent (with stakes and weights for the wind!)
- Table & chairs
- Supplies for on-site fundraising (including change)
- Team banner
- Team Track Schedule
- Float for fundraising activities.
- Campsite decorations and costumes...have fun! You could win Best Camp Site or Best Dressed!
- Scissors, tape, hammer, pens, markers and other tools
- Wagon or dolly (helpful for hauling supplies to and from the campsite)

### Other:

- Money to spend supporting other teams' on-site fundraisers
- Cutlery, cups, plates (no glass)
- Toiletries
- Games, cards, a battery-powered radio, and lights

### What to LEAVE at home:

- Tobacco (this also includes electronic cigarettes for the health of those going through cancer treatment)
- Pets (only service animals are welcome at Relay for the health of those going through cancer treatment)
- Weapons
- Fireworks or anything that has an open flame

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# Rules and Regulations

**For your safety and enjoyment, please read the following rules and regulations carefully:**

1. **Team Size** - We recommend 10-18 people per team. More than 15 members can be difficult for team captains to manage and allow everyone to take to the track. If your team is growing, consider splitting it into two and have more members join in the fun of Relay! With fewer than 10, keeping someone on track for the whole event can be hard.
2. **Tent size:**
  - a. Campsites will have a maximum of 10'x10' tent size, no stakes, water weights only.
  - b. Sponsor teams: Size varies as per signed sponsorship agreement.
  - c. Overnight camping/Sleeping tents will be permitted in the Victualling yard if the government approves.
3. **Youth Teams:** A team is considered a youth team if more than half of its members are 17 or younger. One chaperone over 25 for every five youth team members must always be present.
4. The following are **NOT PERMITTED**
  - a. NO open fires
  - b. NO barbeques or grills
  - c. NO animals (except service dogs, which must be registered by emailing [relayforlife@chc.bm](mailto:relayforlife@chc.bm) before the event)
  - d. NO consumption of tobacco or controlled substances
  - e. NO sale of alcohol
  - f. NO bicycles, rollerblades, skateboards, or motorised scooters (except strollers and wheelchairs)
5. Your team is responsible for the area around your tent site. Clean up any trash and use the cans provided.
6. **Radio and music** are permitted, but be mindful of those around you. All sound systems must be turned off during the Luminaria Ceremony and in the wee hours of the night.
7. **During the Luminaria Ceremony, all activities except walking the track will cease for moments of reflection. It is essential that all children are made aware of this to respect the ceremony, survivors and honoured luminaria bags displayed around the track.**
8. **Quiet hours** will be from 12:30 a.m. to 7 a.m.
9. No loud noise will be tolerated.
10. **Parking** – First come parking at the National Sports Centre; free parking is at the Arboretum.

Violating these rules could remove you from the Relay For Life event. You also agree to abide by any regulations necessary by the Relay For Life Planning Committee, announced at Team Captain Meetings and the event. Also, please ensure you review the rules with your team members in the weeks before Relay and know the regulations throughout the Relay.

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To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

**BermudaRelay.bm**   



# On-Site Information / Your Campsite

All teams are required to submit an **ONSITE REGISTRATION FORM**

## Tent

You will need to organise the rental or purchase of your tent early. Campsite space is limited and available on a first-come, first-serve basis.

- **Teams:** a 15' wide campsite space will be assigned – which can accommodate a **10'x10' tent-only**
- **Sponsor teams:** Sizes vary as per the signed sponsorship agreement.

### Tent Rental Companies

Undercover Tent Rental  
533-0127  
undercover1@northrock.bm

Lambert & Lambert  
236-1519  
elambert@northrock.bm

Diamond Party Rentals  
292-3567  
[christowe@logic.bm](mailto:christowe@logic.bm)

H-H Ice & Party Rentals  
707-5985  
info@hmicebda.com  
[www.hmicebda.com/contact-us.html](http://www.hmicebda.com/contact-us.html)

Bermuda Rentals Ltd.  
292-7172  
info@bermudarentals.bm  
[www.bermudarentals.bm](http://www.bermudarentals.bm)

## Electricity

Electricity will be granted to those teams utilising it for fundraising purposes ONLY. There are a limited number of camp spaces which can accommodate electricity. Teams seeking electricity MUST indicate on the **onsite registration form**.

## Onsite Registration

Submit your Onsite Registration Form no later than April 30. The reasons for this are:

1. **Duplication of fundraisers** – If we know what you have planned, we can advise if other teams are planning the same thing.
2. **Selling food** – Teams are encouraged to sell a range of food as fundraisers; permits may be required.
3. **Assigning Campsites** – if you have specific location requests or require electricity, you need to know this to assign campsite spaces.

To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

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# Team Track Schedule

Use this form to schedule how your team members will continuously walk around the track for the 18-hour event.

Time (30-minute or 1-hour intervals are suggested to align with the event schedule)	Team Member Name	Note times for ceremonies, activities and entertainment. Remember, at least one team member must be on the track at all times!
6:00 pm Friday	<i>No walking</i>	<i>Opening Ceremony</i>
6:30 pm TBC	<i>Survivors with teams surrounding the track in support</i>	<i>Survivor Lap</i>
6:45 pm TBC	<i>All team in theme/costume</i>	<i>Team Parade</i>
7:00 pm TBC	<i>1<sup>st</sup> walker</i>	<i>Team walking rosters kick in</i>

To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

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**Deposit Slip** – to ensure your hard-earned fundraising \$ is assigned to your team, please complete and submit all funds in a sealed envelope along with one of these slips.



**RELAY FOR LIFE 2024  
TEAM DONATION SLIP**

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

QTY	\$
\$100 X	= _____
\$50 X	= _____
\$20 X	= _____
\$10 X	= _____
\$5 X	= _____
\$2 X	= _____
\$1 X	= _____
\$1.00 X	= _____
\$0.25 X	= _____
\$0.10 X	= _____
\$0.05 X	= _____
\$0.01 X	= _____

Cheques \_\_\_\_\_

Total Included: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Authorized Use Only  
Verified By: \_\_\_\_\_



**RELAY FOR LIFE 2024  
TEAM DONATION SLIP**

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

QTY	\$
\$100 X	= _____
\$50 X	= _____
\$20 X	= _____
\$10 X	= _____
\$5 X	= _____
\$2 X	= _____
\$1 X	= _____
\$1.00 X	= _____
\$0.25 X	= _____
\$0.10 X	= _____
\$0.05 X	= _____
\$0.01 X	= _____

Cheques \_\_\_\_\_

Total Included: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Authorized Use Only  
Verified By: \_\_\_\_\_



**RELAY FOR LIFE 2024  
TEAM DONATION SLIP**

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

QTY	\$
\$100 X	= _____
\$50 X	= _____
\$20 X	= _____
\$10 X	= _____
\$5 X	= _____
\$2 X	= _____
\$1 X	= _____
\$1.00 X	= _____
\$0.25 X	= _____
\$0.10 X	= _____
\$0.05 X	= _____
\$0.01 X	= _____

Cheques \_\_\_\_\_

Total Included: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Authorized Use Only  
Verified By: \_\_\_\_\_

To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

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# Where to Find Information

<http://www.bermudarelay.bm>

## Under the About tab

- [About Us](#)
- [History Of Relay](#)
- [Event Committee 2024](#)
- [FAQ's](#)
- [Bermuda Cancer And Health Centre](#)

## Under the Get Involved tab

- [Participate As A Team](#)
- [Volunteer](#) – information and registration
- [Survivors & Caregivers](#) information and registration
- [Sponsorship Opportunities](#)
- [General Admission](#)
- [Event Gallery](#)
- [Share Your Story](#)

## Under the Your Team tab

- [Event Registration](#)
- [Team Captain & Management Information](#)
  - Team Tool Kit
  - Relay Logo – use on your fundraising event promotions.
  - Relay Brochure – share these around to encourage participation.
  - Onsite Registration Form
  - Individual Pledge Sheet
  - Event Donation Tracking Sheet
  - Tent Rentals
  - Relay Theme Logo
  - Team Deposit Slips
  - Food Permit Application
  - Relay Rules and Regulations
  - Guide to Temporary Food Stalls
- [How It Works](#)
- [Fundraising Tips](#)
- [Key Dates And Team Captain Meetings](#)

## Contact US

Relay For Life of Bermuda is organised by a volunteer committee. For more information, please contact: [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or call 236-1001

To enter a team, volunteer or learn more email [relayforlife@chc.bm](mailto:relayforlife@chc.bm) or visit

**BermudaRelay.bm**   

