



Relay For Life Team Captain Checklist

Thanks for stepping up to be a leader in the fight for a world without cancer, Team Captain. Every one of us has been touched by cancer in some way and as a Team Captain, you are an integral part of engaging the community in your Relay For Life event. Thanks again for dedicating your time, effort, and heart to Relay For Life.

Team Captains like you are making a remarkable impact in the fight against cancer worldwide. Remember these responsibilities that are crucial to being the best Team Captain you can be:

TEAM CAPTAIN RESPONSIBILITIES:

- Recruit team members and motivate your team with the “why”
- Work with your team on setting a team fundraising goal
- Ask all team members to raise a minimum of \$100
- Ensure your team understands where the donations go
- Stay up to date on communications from the Event Committee and attend Team Captain meetings to get crucial event information, tips, and inspiration
- Communicate with your team members regularly
- Provide team members with fundraising tools and guidelines
- Inspire, motivate, and appreciate your team members
- Thank your team members for their time and commitment to the fight against cancer
- Encourage each team member to participate in the way most meaningful to them

TEAM CAPTAIN OR DELEGATE TO A TEAM MEMBER:

- Find special ways to recognize the cancer survivors and caregivers on your team
- Coordinate the execution of your team’s theme, costumes and décor
- Create and coordinate the walkers schedule for your team
- Handle all campsite logistics and planning for the event
- Run a team mission activity at your campsite
- Plan and host team fundraisers in advance of the event

YOUR FUNDRAISING DOLLARS MAKE A DIFFERENCE

97% of every single dollar raised makes an impact people right here in Bermuda, from providing community outreach programmes on ways to reduce your cancer risk to funding access to life saving services such as early cancer detection and radiation therapy treatment.

The other 3% supports American Cancer Society Global Health Initiatives around patient services, patient lodging, diminishing suffering and capacity development in low- and middle-income countries.