



January 14, 2008

Dear Team Captain,

Thank you for taking an active role in organizing your group of 10 or more for the 10th Anniversary Komen Ozark Race for the Cure®. Your efforts as a team captain are the key success of this event.

Race date & time: Saturday, April 19th at 8:00 a.m.

Race location: **Arvest Ballpark, Springdale**

Cost & Payment: \$20 Adults, \$10 Children 12 & under (Please make checks payable to Komen Ozark Race for the Cure)

Race Distance: 5K Run/Walk (3.1 miles) or Fun Walk (approximately 1 mile)

We need **ALL paper (hard-copy) team registration packets turned in** with checks and/or cash to the race office at the Northwest Arkansas Mall on **March 14 or 15, 2008, between 10:00 AM and 9:00 PM**. If you mail your team packet, be sure it is **postmarked by March 15th, 2008**.

An even simpler way to register your team is online at www.komenozark.org. The online registration deadline is March 31, 2008. **We highly encourage online registration.**

Individuals whose entries are not submitted with their team's registration will be registered as individual participants. They are welcome to walk/run with their teams, but their bib and T-shirt will not be included in the team's packet. These individuals will need to pick-up their bib and T-shirt at the Northwest Arkansas Mall April 9th through 18th during mall hours (with early closing on April 18th). **Note:** T-shirts will be distributed on a first-come, first-served basis for purposes of individual registration.

We have assembled a Team Captain's Packet to help you throughout the team registration process. We hope to make your role as a team captain as easy as possible by supplying everything you might need. Enclosed you will find:

1. Team Captain Instructions and Checklist
2. Team Captain Information Form
3. Official Race Registration Forms for Participants
4. Team Participation Form (teams with 50 or more participants may request the Microsoft Excel version of this form)
5. Various Race Event Flyers

If you have questions or need assistance with registration, please contact the Ozark Affiliate of the Susan G. Komen for the Cure® office at 479-750-7465 (PINK) or email the Teams Committee at komenozarkteams@hotmail.com.

THANK YOU! – Thank you for your commitment to the fight against breast cancer. We look forward to seeing you on April 19, 2008.

**PAPER (HARD-COPY) TEAM PACKETS MUST BE TURNED IN TO THE
NWA MALL OFFICE MARCH 14 OR 15, 2008.**

Team Captain Instructions

Roles & Responsibilities

- ❑ Give yourself several weeks to recruit team participants.
- ❑ After you have passed out the Official Race Registration Forms, allow participants enough time to complete the forms (approx. 2 weeks.)
- ❑ Set firm deadlines to have all Official Race Registration Forms completed and turned in to Team Captain(s).
- ❑ Allow yourself 3-5 days to make corrections, fill out Team Participation form, and Team Summary form.
- ❑ **All Team Registration packets must be received at the Northwest Arkansas Mall Race office on March 14th or 15th. Online registration must be completed by March 31st.**

*****Team Captains need to pick-up their team's T-shirts and race bibs at the Race Office at the NWA Arkansas Mall April 7th or 8th. For bronze-level sponsors and above, your team packets will be delivered directly to you.**

Official Race Registration Form

- ❑ Distribute the Komen Ozark Race for the Cure® Entry - Official Registration forms to all interested race participants in your organization.
- ❑ Set up a location site and time to register people.
- ❑ Make sure your Sleep in for the Cure® participants have also completed and signed an Official Registration Form.
- ❑ Verify that the Registration form is completely filled out.
 - ❑ Check for signatures. **EVERY FORM MUST HAVE A SIGNATURE!**
 - ❑ Check for age.
 - ❑ Check for T-shirt size.
 - ❑ Verify checks/cash are for the right amount & made payable to: Komen Ozark Race for the Cure.
- ❑ **If registration forms are not completed, contact the participant immediately. Participants, including "Sleep In for the Cure," cannot be registered without a completed registration form AND signature.**

Turning In/Submitting Team Packets

- ❑ **If you register your team online, registration must be completed by March 31, 2008.**
- ❑ **March 14 or 15, 2008 – all paper (hard-copy) team registration packets must be turned in to the Race Office at the Northwest Arkansas Mall in order for your organization to be considered as a team.**
 - ❑ You may drop off your packets at the Mall Race Office Monday, March 14th and Tuesday, March 15th from 10:00 AM – 9:00 PM.
 - ❑ You may also mail in your packets to the below address. **Note:** if your packet is not **postmarked** by March 15th, your group will not be registered as a team.

Komen Ozark Race for the Cure®
Attn: TEAMS
P.O. Box 8940
Fayetteville, AR 72703

If a person misses the Team Registration deadline, you will need to enter that participant as an individual. Individual Registration begins in January 2008 for online registration and Wednesday, April 9th, 2008 at the Race Office at the NW Arkansas Mall. They will not be registered as part of your team, and will not count towards your team's participation number. Their bib and T-shirt will not be included with your team's bibs and T-shirts. However, they may still walk/run with your team.

Team Captain Information Form – Must be returned with team packet.

Team Participation Form

- **Contact Information Section:** Completely fill out your team's contact's information.
- **Participant Information:** The information needed to complete this form is pulled from each participant's Official Race Registration form. Information for each participant on your team must be logged on this form. **"Sleep in for the Cure" participants are considered as team members and must also be logged on the Team Participant Form.** Teams with 50 or more participants must use an Excel version of the Team Participation form. Please contact the Teams Committee for a copy of this Excel version. For all Excel users: this entry form will calculate fees, Pasta Party tickets, and donation amounts.
- **Check Number and Cash or Check Amount:** For a check that pays for several registrants, please list each participant separately. The participant who actually paid will have the entire check amount by his or her name and the other participants will have zero in the check amount by their names. Please note the check number for all of the participants in the Check # column. For example, Mary Smith paid for herself with check #1234 plus three others (total check amount of \$80 for Mary, Larry, Kim, Ben). In the check amount column next to Mary's name, put the total check amount. In the check amount column next to Larry, Kim, and Ben put "0".
- **Groups of 25:** For teams that have more than 25 participants:
 - The form is divided up into "groups" of 25. This helps our volunteers process all the registration forms. You will need to keep the first 25 participants in one group and put corresponding checks and registration forms in one envelope. Label this envelope: Team Name, group #1.
 - For the next 25, you would list them in rows 26-50 and put these participants' checks and registration forms into the second envelope. Label this envelope: Team Name, group #2.
- **"Sleep in for the Cure" Participants:** "Sleep In for the Cure" participants are not present at the race, but may still be part of the fun. **They must completely fill out and SIGN an Official Registration form.** You will need to enter their information in the Team Participation form as a participant. Their "Sleep in for the Cure" T-shirts will be included with your team's T-shirts.
- **Donations:** Individuals who would like to make donations, but are not participating in the Race (have not completed an Official Registration form,) please ask them to mail donations only to: Komen Ozark Race for the Cure; P.O. Box 8940; Fayetteville, AR 72703. **Please DO NOT list people that only made a donation on your team forms. They do not count towards your team participation number.**

For participants who would like to make a donation and have **ALSO** completed an Official Race Registration form to participate in the Race, please enter their donation amount in the appropriate column next to their name. The donation amount must be included in the Total Amount of Cash/Check column on the Team Participation form.

- **Pasta Party Tickets:** For participants who purchase Pasta Party tickets please enter the number of tickets sold in the proper column on the Participant form. Team participants that purchase Pasta Party tickets with their team registration will be on a paid attendee list at the Pasta Party door.
- **Corporate Matches/Checks:** If your company is paying for your team's Race registration fees, the company check must be turned in with your team's registration forms. Enter the first participant on the form and fill out the check# and check amount with the corporate check information as you would for someone paying for multiple participants. You must still enter each team participant on the Team Participation form. If your company is paying for a portion of your team's registration fees, please fill in the first participant on the form and fill out the check# and check amount, with the corporate check information on the first line, then fill in each participant and the portion of the race fees they are paying for on the following lines.

- ❑ **Comp Registration Forms (Sponsors Only):** For participants who have their registration fee paid for as part of a sponsorship, in the check amount column please write "comp" in the space provided.

Team Captain Checklist

- ❑ Before you turn in your Team Packet, go through the Team Captain Checklist to ensure you have not forgotten anything.
- ❑ Make copies of all forms for your records. If you used Excel, make sure you print copies of all forms for your records.

Team Registration Tips

Please plan to spend at least fifteen minutes, possibly more if you have a large team, with a Race for the Cure volunteer when you turn in your team registrations. The following tips may help you limit your time waiting while we process your team.

- ❑ Please have all forms signed by the participant or the parent/guardian of the participant. Any participant under 18 must have a parent/guardian signature.
- ❑ Please limit one participant per form. Children must have their own form even if they are infants. You may photocopy the forms if you don't have enough.
- ❑ Please e-mail komenozarkteams@hotmail.com if you need an electronic version of the team recap form.
- ❑ Please do not highlight portions of the registration form.
- ❑ To aid in processing, please batch your participants based upon their method of payment. For instance, please group registrants paying by corporate check separate from individuals paying with personal checks.
- ❑ Please attach individual payments to each individual's registration form. We are not opposed to staples.
- ❑ Please separate donations from registration forms. If a form is filled out, we will process this as a participant, not a donation.
- ❑ Remember that you can register online starting January 7, 2008.

ADDITIONAL OPPORTUNITIES FOR TEAM INVOLVEMENT

Kids for the Cure®

Last year, over 2,000 children participated in the Kids for the Cure® area at the Komen Ozark Race for the Cure®. We are excited as we enter our third year and hope to include more children in the special event.

Many children are affected indirectly by breast cancer. They may have mothers, grandmothers, teachers, or others in their lives who have battled this disease.

Children under the age of 12 have an opportunity to run or walk in the Race and receive a special T-shirt and medal. There will be a tent with fun activities following the Race. We hope that your teams will include lots of children this year!

Best T-Shirt Contest

We invite all teams to participate in the best T-shirt design contest. All entries will be displayed at the Northwest Arkansas Mall the week prior to the Race. All mall shoppers will be given the opportunity to vote on the best design by giving a \$1 donation to the Susan G. Komen for the Cure® and casting their vote for their favorite shirt. The shirt with the most votes will be recognized with an award following the Race on the Celebration Stage.

- Drop off one small t-shirt to the Race office between March 24th and March 31st.
- Fill out the information sheet in the office at drop off.
- Have your team vote for your shirt.
- Pick up T-shirt after the race by calling 521-6500.

Team Awards

This year we will be presenting awards to several teams. Awards will be announced at the post-Race presentation ceremony.

Most Team Participants – (1 award for each category below)

- School
- Greek Organization
- Civic Organization
- Church
- Health Care Provider
- Rookie Team
- Financial Institution
- U of A Group (non-Greek)

Overall Largest Team

Largest Percent Participant Growth

Best T-shirt Design



Race Day Surviving Together Activities

6:00-7:00 a.m.

Surviving Together Breakfast at the Pink Promise Tent

7:15 a.m.

Survivor Photo

7:30 a.m.

Survivor Parade of Pink to the Start

8:00 a.m.

5K Race Start

8:30

Family Fun Walk/Run

A Tribute to Breast Cancer Survivors

Pink Promise Tent – Surviving Together Breakfast

6:00-7:00 a.m.

Breast cancer survivors have an opportunity to recognize and honor loved ones, friends, co-workers and/or medical staff who served as a source of support and inspiration through diagnosis, treatment and recovery. Survivors are welcome to invite that special Co-Survivor to join them for breakfast at the Pink Promise Tent. Survivors and Co-Survivors will be honored and recognized with a special gift. The Pink Promise Tent will be open throughout the morning.

Survivor Photo

7:15 a.m.

All breast cancer survivors are invited to be a part of the Survivor photo. Survivors will come together in the seating provided on the first base side by the Pink Promise Tent. Photos will be available to pick up after the Race at the Pink Promise Tent.

Survivor Parade of Pink

7:30 a.m.

The Survivor Parade of Pink is an opportunity for all survivors to walk together to the Start Line to kick off our Race.

Survivor Awards Ceremony

Survivor awards will be given after the Race. Seating along the first base concourse is reserved for survivors.

Breast Cancer Survivor Recognition

All participants are encouraged to recognize their friends and loved ones who have been diagnosed with breast cancer. Pink placards will be available at the Information Booth on Race Day. Everyone is invited to wear one of the “In Honor of” or “In Memory of” placards in support or in memory of someone special. The Breast Cancer Survivor Recognition Program is sponsored by Zeta Tau Alpha and RE/MAX Realtors.

Parking

Survivor Parking will be at the main entrance of the Arvest Ballpark. Access to the Pink Promise Tent on the first base concourse is available through the main entrance and elevators close to the designated parking. Volunteers will also be available for any assistance needed.



Team Captain Checklist

- _____ Advertise the Race - Post Race Flyers on bulletin boards, send e-mails
- _____ Pass out Official Registration Forms to participants
- _____ Set deadline for Official Registration forms and money to be turned in to the Team Captain(s)
- _____ Communicate deadlines and send out reminders
- _____ **When completed Official Registration Forms are received:**
 - Check if Official Registration form is completed
 - Check for signatures. **EVERY FORM MUST HAVE A SIGNATURE!**
 - Check for age
 - Check that T-Shirt Size is marked
 - Check to see that the check is made out for correct amount & to **Komen Ozark Race for the Cure®**
- _____ Complete Team Participation Form
- _____ Registration materials should be divided up into groups of 25 and separated into envelopes (for teams with more than 25 participants.)
- _____ Completed Team Registration Packet should include:
 - **Group Envelopes with Official Registration Forms and cash/checks for all Team Participants**
 - **Team Participation Form (hard copy or disk)**
 - **Team Captain Information Form**
- _____ Make a copy or print out a copy of the Team Participation Form for your records
- _____ **Drop off the completed Team Registration packet on March 14th or 15th to the Northwest Arkansas Mall Race Office or mail by March 15th. Volunteers will be available to review your team packets and answer questions.**
- _____ **OR**
- _____ **Complete your Team Registration online by March 31st.**
- _____ Pick up your team's T-shirts & bibs packet on April 7th or 8th. Sponsor packets for bronze-level sponsors and above will be delivered.
- _____ **When distributing T-shirts & bibs to your team, be sure to assign a meeting place for your team on Race Day.**
- _____ **Day of the Race, April 19th, meet your team before 7:45 a.m. at designated location at the ballpark.**