



20th Anniversary

See you at the finish line!

2010 Team Captain's Guide

The 20th Annual Komen
San Francisco Race for the Cure[®]
5K Run/Walk & 1 Mile Fun Walk
register at www.komensf.org



Presented by



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Welcome!

to our 20th Anniversary Komen SF Race for the Cure!
Sunday, September 26, 2010, starting by the Ferry Building
on the beautiful Embarcadero.

What is a Race Team?

A unique feature of the Race for the Cure is our team competition. A race team is a group of individuals (minimum of 10) who register for the race and participate as a group under one team name. One member of the team must be designated the team captain. The team captain is the first one to register and does so online, by clicking the "Form a Team" button on our race website. Others can join the team by clicking the "Join an Existing Team" button and entering the team name. Teams may consist of any combination of runners, walkers, Kids for the Cure participants and/or Sleep for the Cure participants.

Motivation to form a team varies from walking in memory of a loved one to simply wanting to demonstrate team spirit or wanting to collectively show support of the promise of Susan G. Komen for the Cure to save lives and end breast cancer forever.

Roles of the Team Captain

- Register the team online
- Set and promote team participation goals
- Set and promote team fundraising goals
- Establish a team theme, if desired

Team competition & awards

All teams will automatically be registered as competitive. Remember, a team is not official until it has at least 10 members! An engraved crystal plaque is given to each of the top teams in the following team divisions and sub-divisions:

Fastest – A minimum of five team members must register for the timed race to qualify for this category. First and Second place plaques will be awarded.

Highest Fundraiser – All donations must be received by November 1, 2010, before first and second place plaques will be awarded.

Largest – Overall first place plaque will be awarded. In addition, each team must enter one of the following sub-divisions and a first place plaque will also be awarded to each sub-division.

Sub-divisions:

- Corporate / Government
- Small Business
- Family & Friends
- Schools / Education

How to get started

> **STEP ONE:** *Before you register your team...*

- a) Check with your company/employer about sponsoring your team.
- b) Contact co-workers, friends, family members and neighbors to solicit interest from at least 9 other people.
- c) Send an e-mail to recruit prospective team members.

> **STEP TWO:** *Register your team*

- a) The designated Team Captain must register online, by clicking on the "Form A Team" button on the Race registration page. They must be the first person on the team to register. Access the registration page at www.komensf.org.
- b) The Team Captain will receive confirmation of the team name via email.
- c) The Team Captain should communicate the



- team name to all potential team members. The team name will be used by all team members when they register. Remind your team members of the EXACT team name so they do not accidentally register for “Sally’s Team” when they should be on “Sally’s Walkers”.
- d) The Team Captain will receive all future mailings and Race information for the team and will be responsible for communicating to the team members.

Please note! If an employer wishes to pay for a portion of or all of its employees’ registration fees, please contact **Samantha@komensf.org** to obtain an online registration code to be used by each employee when she or he registers.

> STEPTHREE: *Build your team*

- a) As the Team Captain, you will be given access to the team page online. Personalize it to make it unique to your team. You can personalize the text, add a photo, create a fundraising goal, and post updated messages.
- b) Email all prospective team members to register online – be sure to share the team name. Email co-workers, friends, family members, and neighbors.
- c) Download a race poster from **www.komensf.org** or call **415.397.8812** to request a registration form to display or post at your workplace.

Your team members can register:

Online

- a) Access the race registration page at www.komensf.org and click on the link that says “Register for the Race for the Cure”

- b) Click on “Join an Existing Team.”
- c) Search for your team name (provided by the Team Captain).
- d) Once you find your team, click “Join [team name]”.
- e) Follow the registration instructions.
- f) Online registration for teams will close on September 17, 2010. After that date individuals may register in person at late registration walk-in sites or on Race Day.

Offline

- a) Download a PDF of the registration form posted at www.komensf.org.
- b) Mail completed forms (include team name and number on the form) with payment (check or credit card, but no cash) to:

Komen SF Race for the Cure
26 O’Farrell St., Suite 900
San Francisco, CA 94108

- c) Registration forms must be received by September 17, 2010.

> STEP FOUR: *Team fundraising*

- a) Use your team page to fundraise by adding photos with your own message to send to friends, family and co-workers.
- b) Ask friends, family members, co-workers, customers, vendors, local merchants, etc. to contribute.
- c) Encourage your team members to set individual fundraising goals.
- d) Remind your team members that in addition to a Team Fundraising award, we have prizes for individual fundraisers. See details at: www.komensf.org.

Do you want to reserve a table in our Teams Area on Race Day?

If so, please email teaminfo@komensf.org with your request no later than Monday, September 6, 2010.

Please note! Only requests from team captains with 10 or more members on their team by Monday, September 6, will be honored.

Have friends that
don't want to run?

sleep in
FOR THE cure



Komen SF Race for the Cure
26 O'Farrell, Suite 900, San Francisco, CA 94108
p: 415.397.8812 f: 415.397.8817
teaminfo@komensf.org · www.komensf.org

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