

# TEAM CAPTAIN CHECKLIST



- Register yourself as a Team Captain.
- Set your fundraising goal, and **aim high!** For returning teams, **set a goal to beat your previous best.**
  - Raise \$1,500+ by February 26<sup>th</sup> and your team will earn **custom shirts!**
  - Hit the \$2,500+ mark by March 1<sup>st</sup> and your team will earn **a banner to be on display at Race Day for years to come.**
  - Hit the \$5,000+ mark by February 28<sup>th</sup> and your team will earn **100 custom wristbands with your team name!**
  - Hit the \$7,500+ mark by March 8<sup>th</sup> and your team will earn **40 custom team hats for race day!**
- Write a short summary of your story – your cancer story, your connection to the cause or why you're fundraising! Share it in your messaging to **help others relate.**
- Announce your participation on your social media with a **link to your Page.**
- Follow PCRF on your social media accounts for up-to-date race info!
- Spread the word by sending emails or handing out postcards to encourage others to be part of your team.
- Encourage friends & family who can't attend to **sign up as a Virtual Participant!**
- Share the importance of donating** - all monies raised will help fund cutting edge treatments dedicated to finding a cure for pediatric cancer.
- Post your progress** on your social media accounts to encourage more donations.
- Research your company's **matching gift** policy, and ask your donors to do the same to help double – or event triple – their gift.
- Thank each person** who helps you reach your goals and let them know that they are helping to make a difference!
- Packet Pickup – decide if your team will pick up as a Team or Individually.
  - Thursday, March 14<sup>th</sup> – 4:00-7:00pm – PCRF Office (Team Pickup Only)
  - Saturday, March 16<sup>th</sup> – 10:00-2:00pm – Irvine Valley College
  - Sunday, March 17<sup>th</sup> at 6:00am – Irvine Valley College
- Claim a space in Team Land at the Expo to give your team a meeting place.
  - Teams can setup their team space on Saturday, March 16<sup>th</sup> from 3pm – 6pm
- All Teams who have raised \$1,500+ will be invited to attend a Team Captain Appreciation event after the race.

Get started at [ReachingfortheCure.org](http://ReachingfortheCure.org)