



Dear SPONSORED Team Captain,

Thank you for your commitment to helping those in our community who are in need by participating in Sorooptimist International of Albany's 2016 Walk for the Cause. As Team Captain, you will be responsible for making sure your team is registered online. Only those registered online are guaranteed their tshirt. As a sponsored team, you have a limited number of complimentary registrations and

additional members can join your team at an additional cost. Registrations will be accepted the day of the Walk for \$35, and tshirts will be sold at an additional cost until supplies run out.

This year's Walk will be held on **Saturday, October 1st, 2016**. Our 5K Walk starts at the Linn County Courthouse steps on 4<sup>th</sup> and Ferry Street. **Onsite registration will begin at 8:00am** in the courtyard of Albany City Hall.

## **Team Captain Checklist**

### **Prior to the Walk**

1. **Register at [www.sialbany.org](http://www.sialbany.org)** (Registration deadline is September 21st at 5:00pm)

#### **As the Captain you first create the team online:**

- Enter name & email address
- Are you going to be associated with a team – choose “Yes, let me create a new team”
- Create your team name
- Will this team be sponsored – Choose your sponsor name from the list (see below)
- Type in your password (see below)
- Continue through the registration process
- You'll then provide the team name & password to those you would like to join your team.
- Team members will choose “Choose from an existing team”, pick the team name, and use the same password
- You can then track who has registered and follow fundraising efforts by checking the “Team Pages” on our Walk page as well as find additional helpful information

**Sponsor Name:**

**Team Password :**

2. **Team Pictures** - Email Peggy at [burriss@juno.com](mailto:burriss@juno.com) to sign up for your team's photo time. Photos begin at 8:00 am.
3. **Fundraise** - Registration fees cover the event, but it's your fundraising dollars that will help us support our community. Our focus is to raise funds. We encourage all participants to set a \$150 fundraising goal for themselves. The team with the highest average funds raised per team member will receive special recognition. **Donations can now be made online to your team or an individual participant.** Visit our website to find [101 Fundraising Ideas](#), [SI Albany FACT Sheet](#), [Donation Forms](#), [Work Place Fundraiser Ideas](#), and much more .
4. **Promote your Support** - Pick up yard signs for all your Walkers to show their support in their neighborhoods and at their workplace. Signs can be picked up from 8am to 5pm at **Art Plus Signs & Designs**, 1701 SE Geary Street, Albany, OR 97322. For questions call (541) 924-9055. The more signs out there, the better.

**We now accept all major credit cards online and at the Walk.**

5. **Pick up T-shirts** - You are responsible for picking up ALL the t-shirts for your team. T-shirt pick will be located at the **2225 Pacific Blvd SE, Albany. Please use the back entrance to Coldwell Banker Valley Brokers as we will be in one of the suites on Sept 28th and 29th from 3:30pm – 5:30pm**, or at the registration table the day of the event. (T-shirts come with registration. If you have a team member with no t-shirt, most likely they are not registered and will be asked to do so. For liability reasons, ALL participants MUST register.)
6. **Donate Silent Auction Items** - If your team would like to donate an item or know of anyone or a business who would like to donate an item/gift basket or gift card for the Silent Auction, please download the [Silent Auction Donation](#) form and bring drop off with donation to Albany City Hall from 8am to 5pm. This donation value can go towards your teams fundraising goal and added as an offline donation on your team's fundraising page.
7. **Have Fun** - We encourage all teams to provide their own signs for the Walk/Run. You can make back signs, carry signs or banners, honor someone, wear costumes, wear hats or whatever you and your team would like to do. Be creative and have FUN! Permission is NOT given to use any Soroptimist logo.
8. **Communicate** - Keep communication going between you and your team members. Our NEW focus is on raising donations and your team plays an important role in this! You will find recruitment letters, fundraising ideas, and many more tools to make your team successful at the Team Captain's Corner. Also note that food, water, coffee, dedication balloons and silent auction items are available for purchase the day of the Walk.

## **Day of the Walk**

9. **Establish a Meeting Point** – Let members in your team know where you plan to meet. Get excited! Remind your team of your group picture time.
10. **Collect Last Minute Donations** – These need to be turned in to the registration desk.
11. **Additional Team Members** - They can still join your team that morning. The cost is \$35 and does NOT guarantee a t-shirt, so register early! Registration starts at 8am. Entry fees are non-refundable and non-transferrable. NO exceptions.
12. **Return your Yard Signs** - Please place yard signs in the Court House Lawn
13. **Take your team picture** – Listen for your name to be called just prior to your picture time. If you didn't sign up for a time prior to the Walk, please go to court house steps and sign up for remaining picture times.
14. **SHOP!** - Soroptimist International of Albany's Silent Auction has many hidden treasures. Our items make great gifts and are many things you would buy anyway! We now accept all major credit cards at the Walk.

**Thank you again for being a part of the 21st Annual Walk for the Cause. You are about to make a HUGE difference in so many lives right here in our community. For that, we thank you! Visit our website [www.sialbany.org](http://www.sialbany.org) or email us at [siofalbany@gmail.com](mailto:siofalbany@gmail.com) for additional information.**

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