



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 Virtual 2020 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 t-shirt.** As a sponsored team, you have a limited number of complimentary registrations and additional members can join your team at an additional cost.

If you were with us last year, you may notice some changes this year. Due to COVID-19 restrictions, our Walk will be done virtually this year. From October 2 – 4, participants are welcome to walk/run the same marked route as last year, select an alternate route, or can choose not to walk at all. There won't be a silent auction this year, but we will have a fun scavenger hunt and painted rocks will be planted on the marked route each day. We will not be meeting at the Linn County Courthouse as one big group or taking organized team pictures this year, but we hope teams will send us their pictures and videos so we can post on our Sorooptimist Facebook page!

Team Captain Checklist Prior to the Walk

1. Register at www.sialbany.org/walk and click on the "Registration Open" tab. (Registration deadline is September 21st at 5:00pm)

As the Captain you first create the team online:

- Select "**Sponsor Team Registration**", fill in your name and age, then select "Get Me Registered"
- Fill in all of your personal information as required.
- Use the Comp Code Provided below each time indicated
- Select a Team Name
- **DISREGARD PAYMENT INFORMATION; No payment information is necessary for memberships included with sponsorship**
- Check the box acknowledging that all registrations are final, then click "Proceed to Confirmation Page"
- Review your information and correct any errors, then click "Complete Registration" and "Finish Registering"

Comp Code: (code will be emailed to Team Captain)

Copy and paste the instructions below to each team member, INSERTING YOUR NAME AND TEAM NAME where indicated so they can register for your team.

- Register at www.sialbany.org/walk and click on the "Registration Open" tab. (Registration deadline is September 21st at 5:00pm)
- Select "**Sponsor Team Registration**", fill in your name and age, then select "Get Me Registered"
- Fill in all of your personal information as required.
- Use the Comp Code Provided below each time indicated
- Team members will choose "Choose from an existing team", pick the team name, and use the same comp code
- **DISREGARD PAYMENT INFORMATION; No payment information is necessary for memberships included with sponsorship**
- Check the box acknowledging that all registrations are final, then click "Proceed to Confirmation Page"
- Review your information and correct any errors, then click "Complete Registration" and "Finish Registering"

Comp Code: (insert correct code here)

Team Name:

Team Captain:

2. **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, Workplace Fundraiser Ideas, and much, more.
3. **Additional Donations** can be made via our "Donate for the Cause" section at our website, <https://sialbany.org/walk/donate/>
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 **after September 1st** 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.
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 Rhodes-Warden Insurance Agency at 1129 Hill St. SE **on September 30th and October 1st from noon – 5:30pm.** (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. **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! We encourage you to send your pictures/videos for posting on our Facebook page (permission is NOT given to use any Soroptimist logo).
7. **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.

Day of the Walk

8. **Establish a Meeting Point** – Let members in your team know where you plan to meet. Get excited!
9. **Collect Last Minute Donations** – These can be sent to SIA, PO Box 1475, Albany, OR 97321.
10. **Additional Team Members** - Can still join your team, but the deadline to register and get the free t-shirt is September 21st at 5 p.m. The cost is the same (\$35). While we will do our best to order shirts after deadline for you to pick up before October 2nd, we cannot guarantee it. Entry fees are non-refundable and non-transferrable. NO exceptions.
11. **Return your Yard Signs** - Please place yard signs in the Linn County Courthouse lawn October 2 – 4 ONLY.

Thank you again for being a part of the 25th 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 or email us at siofalbany@gmail.com for additional information.