

# Team Member Packet

There is no finish line  
until we find a cure.



## RELAY FOR LIFE CHECKLIST

### Getting Started

- Make sure your Relay Team is registered (use the Team Registration form, or if your event is online you can register through your Relay's Web site).
- Make sure you have signed the waiver form. If you are under 18, please have your parent/guardian sign your waiver.
- If you are a youth (under 18), be sure to read the youth requirements.
- Set a personal goal of how much money you're going to raise. Remember, \$100 gets you an event t-shirt.
- Start collecting donations now. All funds must be turned in before or during the event. You are encouraged to get your money to your Team Captain prior to Bank Night.
- If someone wants to make a luminaria donation "in honor of" a cancer survivor, or "in memory of" a person who has lost their battle with cancer, be sure to get the name of the person. It is important to remember the difference between the two kinds of luminaria.
- Talk with your team captain about new ideas for fundraising. Brainstorm creative ideas. Fundraising tips are included in this packet.
- Invite a cancer survivor to walk in the Survivor's Lap at the beginning of the Relay.
- Be ready to have an incredible time at Relay For Life.**

# FUNDRAISING TIPS

## How to Reach Your Potential

- **SET A GOAL.** Determine how much money you think you can raise. Then add \$100. Don't underestimate yourself. Be sure to share your goal with a teammate. That will help it become reality.
- **START EARLY.** Don't wait until the week before the event to start. Begin fundraising as soon as you get your packet. It's never too early.
- **JUST ASK.** Don't be afraid to ask. Ask everyone: your hairstylist, your boss, your pharmacist, your neighbors, your friends, your co-workers.
- **HAVE A THEME PARTY.** Invite friends to a theme party and have each person contribute a set amount to your Relay team to attend the party.
- **JEANS FRIDAY.** Ask your boss to allow everyone to pay \$5 a week to your Relay team for the opportunity to wear jeans on Fridays leading up to the event. If you've got a big office it adds up.
- **MAKE A LIST.** Think about who you know, and ask them to donate to your team. Chances are, most everyone has been touched by cancer. Start with your: Doctor. Dentist. Mail carrier. Attorney. Dry cleaner. Grocery clerk. Bank teller. Investment broker. Hairdresser. Insurance Agent.
- **SEND AN EMAIL.** Fundraising via email is proven to be very effective, and easy to do. It only takes a few minutes to send emails to friends, family, and associates. And if your event is an online event, you can send email directly from your team Web site.
- **SEND OUT A LETTER.** Write a letter to friends and family members on your holiday card list. Tell them why you are doing Relay, and ask them to support you by making a contribution. This is one of the easiest and best ways to start your fundraising.

### SAMPLE FUNDRAISING LETTER

Dear \_\_\_\_\_

It's time for the American Cancer Society Relay For Life. Relay is the American Cancer Society's nationwide signature event. I'm on a team this year and we're planning to raise \$3000. Throughout the event, my teammates and I will take turns walking around the track and camping out. I am doing this in honor of \_\_\_\_\_, who has been surviving now for \_\_\_ years. If you'd like to help in the fight against cancer, you can make a contribution to the American Cancer Society through Relay For Life. Please make sure you give it to me before the event.

The event takes place on (date) at (location) starting at (time). I would be glad to walk in honor or in memory of someone you know who has been touched by cancer. For a donation to the American Cancer Society, I will make sure that person's name is included in the Luminaria Ceremony, when candles are lit and we remember those who have been touched by cancer.

I appreciate your support. There's no finish line until we find a cure.

Gratefully,

Ralph Relayer

## JUST ASK!

This is an easy way for an individual to raise donations. It is also a great way to recruit new teams, and tell people about Relay For Life. Get creative with your fundraising. The fact is, most people know someone who has been touched by cancer, and they are happy to support the work of the American Cancer Society.

**IMPORTANT:** *You'll need to do all of your fundraising before the event. You will turn in donations at Bank Night, Team Captain meetings, or at the Relay. Bank Night is held a few days before the Relay. By getting your money in early, you can concentrate on setting up your campsite and enjoying the fun come Relay Day.*

## AFTER THE FUNDRAISING... THEN WHAT?

### What To Expect On Relay Day

Relay Day begins with each team setting up its campsite. The tent city begins to take shape as teams bring their tents, sleeping bags, lawn chairs, water bottles, and sunscreen. The event begins with the Survivors' Lap, where cancer survivors are honored for their courage. Then, each team must have one person on the track at all times. At dusk, the field is encircled with glowing luminaria as the Luminaria Ceremony takes place. Each bag represents a life touched by cancer. During Relay For Life you can expect food, music, entertainment, games, and a lot of fun. You'll laugh, cry, hug, and bond as your community takes up the fight against cancer.

## DO YOU KNOW ANY CANCER SURVIVORS?

### Invite Them & Honor Them

Relay For Life is about raising awareness of cancer in the community, and raising money for the American Cancer Society. We know we are making progress in the fight against cancer by the number of cancer survivors who are alive today. There are an estimated nine million cancer survivors in the United States. We honor survivors at Relay For Life. These heroes are invited to come and walk the Survivors' Lap. Invite all the cancer survivors you know to experience Relay For Life.

## YOUTH REQUIREMENTS

The American Cancer Society Relay For Life encourages young people to form teams, raise money and participate. Participants less than 18 years old must meet the following criteria to participate.

1. Only registered participants may be at the track after dark. Anyone not signed up on a team will be asked to leave.
2. Each youth team is **REQUIRED** to have a chaperon at least 21 years old at the track at all times. (There should be at least one chaperon for every 10 to 15 youths.) The name and phone number of the chaperon must be submitted to the American Cancer Society office three weeks prior to the event, along with a completed Chaperon Commitment Form. Chaperons will be responsible for their team's behavior.
3. All participants must have a parent or guardian sign the waiver. One emergency contact number must also be listed.
5. All youth participants must bring a photo I.D. (ASB card or driver's license) to the event, and present it if asked.
6. All youth participants must abide by the general Relay For Life rules and guidelines.

## RELAY REMINDERS

• Relay For Life is a family-friendly activity.

• Relay For Life is alcohol-free and tobacco-free.

### What To Bring

- |  |   |   |
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| <input type="checkbox"/> Money for on-site fundraisers | <input type="checkbox"/> Hat or visor             | <input type="checkbox"/> Tent decorations         |
| <input type="checkbox"/> A good book or magazines      | <input type="checkbox"/> Sunglasses               | <input type="checkbox"/> Camera & film            |
| <input type="checkbox"/> A great attitude              | <input type="checkbox"/> Sunscreen and bug spray  | <input type="checkbox"/> Lantern / flashlight(s)  |
| <input type="checkbox"/> A rested body                 | <input type="checkbox"/> Cooler with refreshments | <input type="checkbox"/> Lawn chairs              |
| <input type="checkbox"/> A smile                       | <input type="checkbox"/> Snacks                   | <input type="checkbox"/> Luminaria forms          |
| <input type="checkbox"/> Blanket / sleeping bag        | <input type="checkbox"/> Water bottle             | <input type="checkbox"/> Donations                |
| <input type="checkbox"/> Pillow                        | <input type="checkbox"/> Sun shade                | <input type="checkbox"/> Sign promoting your team |
| <input type="checkbox"/> Warm clothes (for night)      | <input type="checkbox"/> Tent                     |   |

## RELEASE AND WAIVER OF LIABILITY

Team Number \_\_\_\_\_ Print Name \_\_\_\_\_

The undersigned \_\_\_\_\_ ("Participant"), in exchange for being permitted to participate in the American Cancer Society's Relay For Life, hereby, on behalf of Participant and Participant's heirs, executors and administrators, releases, waives discharges and covenants not to sue the American Cancer Society, California Division, Inc. ("ACS"), the owner of the site at which the event is taking place (the "Site Owner"), or any of their respective affiliates, directors, employees, agents, contractors, volunteers, or other event personnel whether volunteers or paid staff (collectively, the "Releasees") from any and all liability, claims, demands, damages, causes of action, losses, or expenses (including attorneys' fees and expenses) to Participant, on account of physical, mental, or emotional injury, or death of the person of Participant or to the property of Participant, whether such injury or death be caused by the negligence, gross negligence of the Releasees or otherwise, suffered either during the event or while traveling to or from the event. Participant also consents to the use by ACS of Participant's name and any photographic image taken of Participant at or in connection with the event, and to the provision of such first aid as is deemed necessary to be provided to Participant at the event prior to being transported to a hospital for further treatment.

Notwithstanding any other provision of this Release and Waiver of Liability (this "Release"), Participant releases ACS and the Site Owner, but no other Releasee, from any liability whatsoever arising from any injury, damage, or death to Participant where said injury, damage, or death is the result of, or arises from any intentional or criminal conduct upon the part of an ACS or Site Owner employee, agent or volunteer. Participant hereby assumes full responsibility for and risk of bodily injury to or death of Participant due to the negligence or gross negligence of Releasees and also releases ACS and the Site Owner, but no other Releasee, from any and all liability for the intentional or criminal acts of its volunteers, agents, and/or employees while Participant participates in or travels to and from the event.

Participant further expressly agrees that this Release is intended to be as broad and inclusive as is permitted by the law of the State of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. Participant has read and voluntarily signs this Release, and further agrees that no oral representations, statement or inducement apart from the foregoing have been made, and that this Release may only be modified by a written document signed by Participant and a duly authorized representative of ACS and of the Site Owner.

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

In case of emergency, contact \_\_\_\_\_ Phone \_\_\_\_\_

*Note: If Participant is a minor child, this Release must be signed above by the parent or legal guardian of such Participant.*

Name of parent/legal guardian (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

