



## TEAM CAPTAIN INSTRUCTIONS

### Important Deadlines:

- May 4, 2018** Deadline for Paper Registration
- May 4, 2018** Deadline to notify us if you want to pick up t-shirts and bibs for Team members
- May 4, 2018** Completed Team Rosters to CT BHI
- May 11, 2018** 10 am – 12 pm / 3 pm – 6 pm for picking up t-shirts and bibs for team at Siracusa Trailer in parking lot
- May 12, 2018** 6:30 – 7:45am at the -shirt Tent
- June 30, 2018** Deadline for Pledges

### Plan your Team Recruiting Campaign

- Register a TEAM at CTBHI.org
- Captains can register the team name, themselves, and team members online using a credit card for fees
- Find a few people to help you with the details
- Set a cutoff date when race entry forms are due to you. Your deadline for paper registration to CT BHI is **May 4, 2018**
- Publicize your team in your company newsletter, or ask everyone you know to join your team
- Make copies of the RACE entry form available in central locations or on the CTBHI.org website
- Encourage team members to register themselves online - be sure to inform them of the team name *exactly* as you entered it when setting up your team

### Collect the Completed RACE Entry Forms from those NOT Registered Online

- EACH team member must complete an entry form. (Photocopies are acceptable & welcome)
- Please make sure the appropriate entry fee (cash or check) is attached to the application
- **Fees:** \$30 by May 6 and \$36 after 5/5 for adults, \$15 for youth 0-17 years, \$100 for PATRONS, and \$100 for 'Healthcare Professionals'

### Complete the Team Roster (for those NOT registered online)

- Be sure to enter all of your team members (not donors) on the team roster - *who have not registered on-line*
  - Most captains find it easiest to enter the team members on the roster as the entries are submitted
- Total each roster page
- If a supporter is making a pledge but not entering an event, list their pledge on the "Pledge Form" collection form. Remember that supporters making donations or pledges without entering an event are NOT considered team members and are NOT eligible to receive RACE T-shirts.

- Your completed roster package must include ALL the entry forms, **with payments attached**. To be sure your package is complete, review the checklist enclosed or found on the CT RACE IN THE PARK website on the *RACE Team Information* web page.

**Mail or hand-deliver your completed rosters to ARRIVE to CT BHI by **May 4, 2018**: CTBHI, 185 Main Street, New Britain, CT 06051**

Pledges may be turned in on RACE Day, May 12, 2018 at Registration or at Packet Pickup on Friday, May 11, 2018

### **General Information:**

- We encourage a minimum team size of 10 participants.
- Team members can choose any event they want; walking, running, or kids' challenge
- A team member is anyone who completes a race entry form, pays the correct fee, and selects an event.
- Supports that choose to make a donation **without** a race entry fee are **NOT** considered to be team members and are **NOT** eligible to receive T-shirts.

*If you have any questions, please call the TEAMS coordinator at (860) 827-7103 or [Teams@ctbhi.org](mailto:Teams@ctbhi.org)*

