**Hello Team Captains! THANK YOU for participating and coordinating your Crush Cancer team. The event is Sunday, May 3, 2020.**

**To assist you in your role as Team Captain, we’ve put together a simple checklist to follow and important details for you to share with your team.**

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| **RECRUIT FRIENDS, FAMILY AND COLLEAGUES TO JOIN YOUR TEAM!** | | |
|  | ACTION | TOOL KIT RESOURCES/TIPS/IDEAS |
| STEP 1 | Register your team online (i.e. set up your official team page) | Go to [www.letscrushcancer.org](http://www.letscrushcancer.org) (select Register and Start Team) |
| STEP 2 | Contact friends, family and colleagues to join the team (include the website link, Team Name, and Team Password) | Recruitment Email Template  Sample Social Media Posts |
| STEP 3 | Post recruitment flyers - fill in team details and post it around the office, and hand it out to friends, family, and colleagues | Printable and Electronic C4S Form  Printable and Electronic Event Promo |

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| **RAISE FUNDS/CREATE AWARENESS** | | |
|  | ACTION | TOOL KIT RESOURCES |
| STEP 1 | Raise funds to crush rare cancers – the suggested fundraising goal is $1,000 per bike.   * Ask a company, group or individual to sponsor your team for a $1,000 donation for the bike (or get two sponsors at $500); recognize sponsors on personalized team shirts, signs on the bikes, and social media * Ask a company to match funds raised by the team, dollar for dollar * Share fundraising tips and fundraising email templates with the team, and encourage everyone to send direct fundraising requests through the Cycle for Survival participant portal | Fundraising Tips  Fundraising Email Templates |
| STEP 2 | Like the Cycle for Survival VB Facebook page and follow the Crush Cancer VB Instagram page; share inspiring posts for others to see; include hashtags like #letscrushcancer #crushcancervb #cycleforsurvivalvb #cycleforsurvival | [www.facebook.com/cycleforsurvivalvb](http://www.facebook.com/cycleforsurvivalvb)  [www.instagram.com/crushcancervb](http://www.instagram.com/crushcancervb) |
| STEP 3 | Urge team members to share personal stories/reasons why they will ride on May 3 to crush rare cancers. The stories will help inspire the team, participants, and supporters. | Send stories to [info@letscrushcancer.org](mailto:info@letscrushcancer.org) to be featured in future communication |
| STEP 4 | Update personal and/or company Facebook pages with a Crush Cancer Facebook Cover Photo | Facebook Cover Photos |
| STEP 5 | Update personal and/or company Twitter page header with a Crush Cancer Twitter header image | Twitter Header Images |
| STEP 6 | Share why you will ride to Crush Cancer on May 3 via Social Media posts; recruit team riders and volunteers, spread awareness and raise funds through posts; include hashtags like #letscrushcancer #crushcancervb #cycleforsurvivalvb #cycleforsurvival | Sample Social Media Posts |

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| **COORDINATE TEAM LOGISTICS FOR EVENT DAY** | | |
|  | ACTION | TOOL KIT RESOURCES |
| STEP 1 | Make sure all team riders are registered through the team’s webpage. To be eligible to ride on event day, this is required. | To see who is registered online, login into your team participant portal (select Edit Team Page, then Manager Your Team, then View Team Roster). |
| STEP 2 | Share general event details with the team early on so they know what to expect and communicate any team specific details, like organizing team shirts, etc. | Check email regularly for updates and information about the event; contact a Teams Committee member if you have any questions |
| STEP 3 | Once your team size is confirmed and/or no later than **Monday, April 27th, 2020**, reconfirm the number of bikes requested for your team. Remember up to 8 people max per bike. | Email [info@letscrushcancer.org](mailto:info@letscrushcancer.org) with your team name and number of bikes |
| STEP 4 | Once the number of bikes are confirmed, schedule team riders into time slots per bike | Team Rider Schedule Template |
| STEP 5 | Communicate the following to your team:   * their ride time(s) * arrive 15-30 minutes before ride time * general event details * any other fun team details | Event Day Info |
| STEP 6 | Show up on May 3, have fun and show your support to Crush Cancer! Be sure to join the after-party too! |  |