



# TEAM CAPTAIN HANDBOOK



785 Springfield Avenue  
Summit, New Jersey 07901  
Telephone: 908-277-2904 x14  
[www.komennorthjersey.org/race](http://www.komennorthjersey.org/race)

## Our Vision

*A world without breast cancer.*

### Fourth Annual Susan G. Komen for the Cure® North Jersey Race for the Cure® Sunday, May 15, 2011



Run with us, walk with us  
To the finish line...  
**To a world without breast cancer.**

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## Race Facts

**WHAT:** The Fourth Annual Susan G. Komen North Jersey Race for the Cure®. This is the largest 5K race/walk series in the world.

**WHEN:** May 15, 2011  
8:00am 5K Race  
9:00am Survivor Ceremony  
9:30am Walk/Fun Walk

**WHERE:** Essex County South Mountain Recreation Complex, West Orange, NJ

**WHY:** Start a Team and support the Komen North Jersey Affiliate

- Without a cure, 1 in 8 women in the United States will continue to be diagnosed with breast cancer, a devastating disease that impacts the lives of women and their families in our communities.
- 1 in 7 women in New Jersey will be diagnosed with breast cancer in 2011
- 6,820 women will be diagnosed with breast cancer this year in New Jersey alone, and 1,430 will lose their battle
- More than 207,090 women across the United States will be diagnosed in 2011; more than 39,840 die of the disease (equal to entire population of Hoboken, NJ)
- For the past 25 years, Susan G. Komen for the Cure® has played a leadership role in every major advance in the fight against breast cancer - transforming how the world talks about and treats this disease and helping to turn millions of breast cancer patients into breast cancer survivors.
- Our mission remains the same: to save lives and to discover and deliver the cures.
- Susan G. Komen for the Cure®, for the fourth consecutive year, has received the coveted 4-star rating from Charity Navigator, America's largest independent evaluator of charities.

## Our Story

The North Jersey Affiliate was founded in 1997 on a promise "to make a difference" to a ten-year-old girl who lost her mother to breast cancer. Affiliate Board of Trustees, Medical Advisory Council, staff and over 700 survivors and activists fulfill that promise every day by delivering the life-saving message of early detection.

Through fundraising events like the Pink Tie Ball and Race for the Cure, the Affiliate supports community-based breast health education, and screening and treatment programs focusing on underserved and uninsured women. 75% of net funds raised by the Affiliate stays within its service

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area\* and the remaining 25% is directed to the Susan G. Komen for the Cure Award and Research Grant Program.

\* Bergen, Essex, Hudson, Morris, Passaic, Somerset, Sussex, Union, Warren

### **HOW does my team have an impact:**

What does Susan G. Komen for the Cure® North Jersey Affiliate support with monies raised through the Komen Race for the Cure®?

75% of the net funds raised by the North Jersey Affiliate remains in the nine-county Northern New Jersey service area, i.e., Bergen, Essex, Hudson, Morris, Passaic, Somerset, Sussex, Union and Warren counties, to fund breast cancer research and breast health education, screening and treatment programs for uninsured and underinsured women. The remaining 25% of net funds raised is directed to the Susan G. Komen for the Cure® Grants Program.

In 2010, the Affiliate awarded nearly \$1 million in grants to twenty-five recipients in the local community. Here are a few examples of how your dollars make a difference in the lives of medically underserved women:

- **The Saint Barnabas Lymphedema Program** provides no-cost compression garments, a vitally important component of lymphedema care. The garments improve the quality of life and function for breast cancer patients living with lymphedema.
- **The Breast Health Project at Project Self Sufficiency of Sussex County** implements a pervasive public awareness campaign in order to increase early detection rates and decrease mortality rates in Sussex County. An on-site mobile mammography van will provide no cost or low cost mammograms to approximately 210 low income uninsured women in Sussex County.
- **The South Asian and Latino Community Outreach Program at Morristown Memorial Hospital** provides breast health awareness, outreach and education services to underserved and uninsured South Asian and Latino residents of Morris County, as well as breast cancer screenings.
- **The Breast Cancer Treatment Assistance Program at St. Joseph's Regional Medical Center** offers financial assistance to breast cancer patients for medication and medical bills not covered by charity care and helps patients navigate through the client transportation healthcare system.
- **The Bergen County Cancer Education and Early Detection Program** provides door-to-door transportation for breast cancer screening and follow-up appointments for underserved women residing in Bergen County.
- **The Trinitas Regional Medical Center Made for Me Boutique** provides free or low-cost wigs, prosthetic forms, mastectomy bras and lymphedema products to low income breast cancer patients in Northern Jersey.
- **The Central NJ African American Breast Cancer Awareness and Education Outreach Project of Sisters Network of Central New Jersey® Inc.** provides education, support and awareness programs and breast cancer screening to African American Women in Somerset County.

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To see the full listing of grants, visit [www.komennorthjersey.org/grants](http://www.komennorthjersey.org/grants)

**WHO** can give me further information?

Komen North Jersey Affiliate  
785 Springfield Avenue  
Summit, NJ 07901  
(908) 277-2904 ext. 14 or ext. 30 (Race Team Information)  
Fax: (908) 277-6050

e-mail: [race@komennorthjersey.org](mailto:race@komennorthjersey.org)

website: [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race)



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## Introduction for Team Captains

Thank you for volunteering to be a Team Captain for the Susan G. Komen North Jersey Race for the Cure® which will be held on Sunday, May 15, 2011 in Essex County South Mountain Recreation Complex, West Orange, New Jersey. Teams make up 85% of the race participants, so your participation and actions make a world of difference in the fight against breast cancer.

For those of you who are returning Team Captains, we thank you for your past efforts and ask that you bring the same enthusiasm as you have in the past and to push your goals from previous years just a little bit higher. For those of you who are joining us for the first time, together we look forward to exceeding the milestones we have achieved in 2010:

- Revenue of over \$1.4 million
- 376 teams
- 7,554 registrants

We consider the role of Teams, and most especially Team Captains, integral to our success. You will find that being a Team Captain takes dedication. It is also one of the most rewarding challenges you may choose. We thank you in advance, for stepping up to the **STARTING LINE**.

This handbook is intended to guide you in your role as Team Captain – but *you* bring it to life. We are prepared to assist you in just about any way you need. We offer state-of-the-art tools which will enable you to register and track your team's progress online, generate emails to help in your fundraising efforts, and an online community where you can celebrate the success stories among your fellow team captains – or share ideas. We will also provide you with personal attention to help you and your team meet – better yet – **EXCEED** your goals.

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## Checklist

Use this checklist to ensure that you have completed all the steps necessary to have a successful Race for the Cure Team this year.

\_\_\_\_\_ Register as a Team Captain online at [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race)

\_\_\_\_\_ Set a fundraising goal and “people goal” for your team

We suggest that each team set a goal of at least 10 participants and \$1,000 to be raised in pledges.

\_\_\_\_\_ Make sure all team members have registered themselves on-line

\_\_\_\_\_ Involve your company/employer

Did you email your co-workers to join the team?  
Did you involve your boss to rally your company team?

\_\_\_\_\_ Encourage all team members to be active fundraisers for the Komen North Jersey Race

Ask your team members to take ‘the \$250 Challenge’ – trying to raise \$250 in pledges in addition to their registration fee.

\_\_\_\_\_ Email or call team members regularly to answer questions and check on their progress

\_\_\_\_\_ Create team tee-shirts, buttons or a banner to increase your visibility on Race Day

\_\_\_\_\_ Thank everyone who has made a donation to your team

\_\_\_\_\_ Attend the Race for the Cure Team Captain Events

\_\_\_\_\_ Attend Race for the Cure and have a great time

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## Registration FAQs

### WHO CAN PARTICIPATE in the Race?

Anyone can participate in the Race as long as they sign up online or mail in a signed registration form. If someone is not in the financial position to support the Race, encourage him or her to volunteer by calling (908) 277-2904 ext. 31 or email [cmiller@komennorthjersey.org](mailto:cmiller@komennorthjersey.org)

### WAYS TO REGISTER

Online:

Once you have started your team, you can send e-mails out to ask others to join your efforts.

**Participation fees: Please note ALL RUNNERS WILL RECEIVE A BIB WITH A TIMING CHIP.**

	Now - Jan 31, 2011	February - May 12	May 13- Race Day
Under 10	\$15	\$20	\$25
11-17	\$20	\$25	\$30
18 - adult	\$35 Runner; \$25 Walk	\$40 Runner; \$30 Walk	\$45; \$35 Walk

**Online registration to join a team is open until 5:00pm on May 13, 2011**

**Online registration to form a team is open through 5:00pm on May 6, 2011**

### By Mail:

Mail in registration is only available to join a team and NOT to form a team. All teams must first be formed online. If you are unable to form your team on-line, please call us at 908-277-2904 x14 so that we can do so for you. Keep in mind you will need to designate a co-captain that has a computer to access your participant center.

A printable version of the registration form can be obtained at [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race). Click the gray button on the left that says register, then click on the gray button on the right that says Printable Registration.

A registrant must fill out the form, include the team name, sign the waiver and enclose a check or credit card information. All forms should be mailed to: Komen North Jersey, 785 Springfield Avenue, Summit, NJ 07901

To join a team by mail- Registrations must be postmarked by May 6, 2011

### As A Sleepwalker on a Team- Sleep in for the Cure®

If you have individuals who want to join your team, but cannot come to the event – then why not have them Sleep in for the Cure? Sleep in for the Cure is a perfect option to include supporters on your team who are unable to join you in person on Race Day. All Sleep in for the Cure participants will receive a Race t-shirt after the Race is finished. Registration is \$40.00 and includes shipping of the t-shirt.

### Doctors for the Cure®

New for this year! Send a strong message of support to your breast cancer patients with a commitment to cure this disease. You are also invited to join us at our Survivor breakfast on Race Day

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## Team Captain Role and Goals

A team captain's role is to recruit and motivate people to register and fundraise for the Susan G. Komen North Jersey Race for the Cure

Start your team today at [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race)

- Recruit team members (10 or more is the suggested goal) made up of your fellow employees, family members and/or friends. The more the merrier! Set your participation goal based upon your company or group size.
- Instruct your team members to register online at [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race). Make sure your team members register under your team name. Provide them with instructions to register.
- Encourage each team member to “take the \$250 Challenge” and raise a minimum of \$250. But they don't have to stop there. Some individuals have raised over \$1,000! There are awards for individuals who raise over \$250.00, and our Pink Honor Roll will celebrate the top 100 fundraisers of this year's Race.
- Coach and motivate team members for success. Once your team members are registered, hold a rally in your conference room, living room or classroom to help generate excitement and educate them on their responsibilities (i.e. asking for donations, recruiting more participants). Have your team members provide you with weekly reports on their progress. *Komen North Jersey can provide videos, materials and ideas for your Team Rally.*
- Do not forget to solicit for donations yourself. As the team captain you should set a good example. Besides your own family and friends, you should also contact your company vendors, community stores and teacher to support you and your team.
- For those not able to donate online, have your team members collect checks made payable to Susan G. Komen North Jersey Affiliate. Cash and checks are considered offline donations and checks only (no cash) can be mailed to Komen NJA, 785 Springfield Avenue, Summit, NJ 07901. Be sure that the participant who should receive the credit for the donation is noted in the memo section of the check.
- Attend the Komen Race for the Cure!  
Remember to wear shirts with your team name and highlight your company logo for extra exposure.
- Host a post Race party to celebrate your team's success.
- Pledge Prizes will be delivered/mailed to your participants home in July, 2011.

Are there employees at your company who may not be in a financial position to participate in the Race or fundraise? Encourage them to be a part of the team as a **volunteer**. Volunteer opportunities are listed at [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race) and just click the volunteer button on the left hand side

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## Recruiting Tips

- Send 'Register Now' postcards to all the teachers, providers and doctors your child, grandchild, sibling, etc . . . , sees!
- Put Race posters up at the local grocery store, gas station, gym, doctor's office, cafeteria, conference room, teachers lounge, park, community center, etc!
- Ask your company to set up a "Lunch & Learn" in the cafeteria to recruit employees for the Race.
- Visit local department stores and give the manager the 'Register Now' postcards, posters or brochures, and ask them to create a company Race team. They can wear their company shirts on Race day and promote their charitable giving.
- Are you a member of the VFW, Elks Lodge, Rotary Club, Junior League, or any other service organization that needs community service hours? If so, recruit your fellow members to come out and start a team or volunteer on Race day.
- Hand out brochures or postcards to families waiting in a car line to pick up their children after school.
- Enlist the help of your local place of worship; ask them to add an announcement in the weekly bulletin or newsletter about the Race and service of Komen North Jersey.
- Ask your local pizza delivery person if they will add 'pizza box toppers' with Race information.
- Ask the local library if you can put out posters, brochures, postcards, etc.
- Ask the PTA if you can address the attendees at the next meeting.
- Become a FRIEND of the North Jersey Affiliate FACEBOOK page and recruit ALL your friends to become FRIENDS of Komen North Jersey!

## Raising Awareness in the Community

There are many ways team captains can help publicize the Race in the local community. Here are 5 ways you can help spread the word about the *Race* and the *Komen North Jersey Race for the Cure* event! If you need additional information or materials, contact us.

1. Become a neighborhood leader! Ask for a supply of posters and brochures (available on-line) to distribute to businesses around your community.
2. Take a team photo and write a short article for your local paper! Community papers love stories about their local residents, especially when community events are highlighted. If you need ideas or sample stories, please contact the Summit office.
3. Ask local groups to support you! Ask for time at your local Rotary, Chamber of Commerce, Kiwanis Club, Lions Club or other service organization to talk about why you are participating in the *Komen North Jersey Race for the Cure* and how they can get involved.
4. Share information about the Race, and your Race team on local community calendars. Go to your local newspaper, radio station or news station website to submit your event!
5. Ask your company or employer to sponsor the Race, your team or form their own team. Ask to send out an email to all employees to share your story and enlist other participants. If your company would like to hold a "Lunch and Learn" about the Race and Komen North Jersey, please contact us at [race@komennorthjersey.org](mailto:race@komennorthjersey.org).

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# FUNDRAISING IDEAS

## HOW TO RAISE \$300.00 in 7 DAYS

Start by sponsoring yourself for \$30.00

Ask two family members to sponsor you for \$25.00 each

Ask five friends (use Facebook!) to contribute \$10.00 each

Ask five neighbors to contribute \$10.00 each

Ask you boss for a company contribution of \$50.00

Ask one business you frequent a lot for \$25.00

## Fund Raising Ideas A thru Z

- A. Ask Everyone to Make a Donation:** Friends, neighbors, relatives, and co-workers. Explain your commitment to the event, your involvement in the past and why the event is special to you.  
**Advertise while you walk:** Ask local companies to sponsor your efforts and in return you will give them name representation on a T-shirt you wear on the event.
- B. Bake Sales:** Hold a bake sale at work or a busy place.  
**Bead Sale:** A bead sale can net you as much as \$80.00 per strand when sold at a per bead price. This does require you to purchase the beads up front and then selling them.  
**Book Sale:** Have co-workers, friends and relatives donate used books and sell them at work, place of worship or a high traffic area.  
**Birthday:** In lieu of a gift for your birthday, ask your friends and family to make a donation.
- C. Car Wash:** this is a great and easy money maker, as well as fun! Charge a flat rate or ask for a donation. Be sure to wear your Race t-shirt and tell everyone thank you for supporting the event.  
**Chinese Auction:** Have each department at work create a basket with a theme and then sell tickets to drop in a bucket placed in front of each basket.  
**Change Challenge:** Place containers in each classroom/department. Have people put change in every day and by a set date whoever collects the most money is the winner. Or a variation is whoever collects the least money by a certain date so you put change in other containers.
- D. Dance or Dance Marathon:** Hold a school dance and donate the entrance fee to the Walk. Or hold a dance marathon with a special theme. Encourage all students to raise money and make it a fun evening.
- E. Email:** Email everyone in your address book and ask them for a donation. Use our website to create your own page or a heartfelt note explaining why this is important to you, will do the trick.
- F. Fifty-Fifty Drawings:** Hold a fifty-fifty drawing at your place of business weekly or monthly. The winner splits the money and you can apply at to your Team/personal pledge goal. It's a win-win for all.
- G. Garage Sales:** Use this opportunity to clean out your attic or basement and hold a garage sale individually or with your neighbors.
- H. Hat Day:** For a \$1 donation, students/co-workers can be allowed to wear hats to school/office. Encourage wacky had day but get permission first.
- I. Ice Cream Social:** Plan to hold a social at work or school. Ask for donations from all who attend.
- J. Jeans Day:** Co-workers pay a designated amount to wear jeans on a Friday.
- K. Kids' Game Day:** Invite your kid's friends, nieces and nephews, the neighborhood kids, the soccer team, to a game day at a local park or donated indoor location. Like a drop-off party, you coordinate a couple of hours of fun activities and ask the parents for a donation in exchange. Tetherball, Four Square, Jump Rope, Potato Sack races, Yo-Yo contests, you name it! Have donated snack food and juice boxes available to round out the fun.

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- L. Letter Writing:** Write a letter to everyone you know asking for a donation or specific amount. Be sure to explain why you are doing the walk and your own personal goal.
- M. Matching Gifts:** Ask your company, teach, boss, etc. to match the money you personally raise. Some companies already have a matching gift program; see if your company does. (more info to follow on page 17)
- N. Never miss an opportunity:** Now is not the time to be shy. Let everyone know that you are raising money for Susan G. Komen for the Cure®. When they ask why, the conversation door has been opened. Take this opportunity to tell them why you have chosen to take this challenge. Let them know your hope and purpose is to eradicate breast cancer. Let them know what your fundraising goal is and then ask for a donation. This is a great opportunity to educate your community and fundraise at the same time.
- O. Odd Jobs:** Call neighbors and ask to do some odd jobs, such as painting, cleaning, dog walking, house-sitting and tell them all the money is going to the Race for the Cure.
- P. Popcorn Sale:** Popcorn always smells so yummy. Pop and sell at work, or school.  
**Potluck Lunch/Dinner:** Co-workers donate a favorite dish and sell tickets for \$5 or have friends over for wine/cheese tasting; set a small fee to attend and charge for food refreshments that you provide.  
**Power of 10** ("The Power of 10 is asking 10 friends and family members for \$10 each. That \$100 will fund a mammogram for someone in need).
- Q. Questions for a Buck:** One team raised money by having their boss, who was constantly being asked question, charge \$1 for each question for a designated time period.
- R. Roll those Pennies:** Roll pennies that are around the house and donate.
- S. Shave your head:** Shave a willing participants head once a specified amount of money has been raised
- T. Turkey Raffle:** Raffle a donated turkey off during the holidays or after.
- U. Ugly Bartender Contest:** Get local bartenders in town to agree to be in you "Ugly Bartender Contest". For a \$1 vote, a lot of money can be raised for your team. The winner gets some kind of reward and is asked to be an honorary team member.
- V. Video Sales:** Hold a video sale at work or school. Have team members bring in videos they no longer watch. Kid videos especially. Hold the sale during lunch or in the evening.
- W. Wedding Gift:** In lieu of a gift for your wedding, ask your friends and family to make a donation
- X. Xylophone Concert:** Hold a music concert or recital. Pass out refreshments and a donation can or sell tickets in advance.
- Y. Yard Work:** Ask the neighbors if you can rake their leaves or pull weeds. Donate the money to your team/personal goal.
- Z. Zoot Suit Party:** Swing music is a ton of fun! Hold a Swing Dance Party or a school dance that features Swing Music and give awards for the best Zoot Suit there.

\*\*Komen North Jersey requests that teams/individuals carefully consider their fund-raising efforts. During the planning of any event, ask these questions:

Is it ethical?

Is it offensive to ANY group?

What is the financial risk/outcome?

Do we have unanswered questions or doubt? Call our office at 908-277-2904 x14

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## Some creative fundraising ideas for High School Students can:

Challenge sports teams to a game-teachers against students or a scheduled varsity game against another team. Make it a Pink Game and ask for a donation.

“Goals for a Cure” – for every goal scored donations go to your Team!

Hold a Dance and charge admission to support your team. See if you can get Goody Bags donated from local merchants

Design and sell a team T-shirt and have the proceeds go directly to the team effort.

Ask the science department to compete against the math department.

Ask the athletic director to engage other schools to a challenge on Race Day.

Offer a reserved parking spot- Ask your principal if you can have a parking spot for a month to the student who raises the most funds

**Do you have a fundraising idea you'd like to share?  
Email [race@komennorthjersey.org](mailto:race@komennorthjersey.org) and we will add your idea.**

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## Pledge and Awards

Team Captains and individuals are encouraged to increase funds through a Pledge and Awards Program. Awards will be given to qualifying teams and individuals.

### For Team Captains Only-

There will be incentives announced each month to the top team captains for increasing the team size or raising the most funds. Each month a different program will be announced with different prizes so check your e-mails and don't OPT OUT.

### Team Prizes will be awarded to:

#### Corporate Team

- most pledges
- most participants

#### Friends and Family Team

- most pledges
- most participants

#### School/University Team

- most pledges
- most participants

#### Healthcare Provider

- most pledges
- most participants

### Team T-Shirt Award and Team Banner Award

#### Individual Prizes

Individuals wanting to participate in the Pledge and Awards program should check out [www.komennorthjersey.org/race](http://www.komennorthjersey.org/race) and click on the Fundraising button on the left. Then click the Pledge and Awards link to see the great prizes you can win for raising pledge money (prized will be listed as they become available).

1<sup>st</sup> place female, male and survivor; 2<sup>nd</sup> place female, male and survivor

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## Matching Gifts – Double Your Donations

Matching Gifts are a great way to increase your total fundraising dollars for the Race for the Cure. Find out if your employer has a matching gifts program.

Some companies don't just match gifts made by employees – but gifts made by spouses and/or retirees. Some companies provide donations to 'match' the volunteer hours you have spent on your efforts for the *Komen North Jersey Race for the Cure*. So, take a few minutes to find out if you can double your donations today! If your employer doesn't have an 'official' matching gifts program there are creative ways to double your impact as well . . .

- Ask your boss if s/he will “match what your team or department raises for the *Race for the Cure*”
- Ask your company to 'sponsor' each walker for \$25, \$50 or \$100 for their efforts.
- Ask your boss for a 'challenge grant' – that if your team raises its goal – the company will make a donation to the *Komen North Jersey Race for the Cure*.

## Social Networking

Reaching out and asking for donations is easier than ever before with the growing popularity of social networking sites! Who follows you on Twitter? Who are your Facebook friends? Who are you “LinkedIn” with? Are they supporting your efforts yet? Be sure to take advantage of these exciting new ways to raise awareness and money.

Let friends and family know you are participating in a *Race for the Cure* event by becoming a fan of your local Race, affiliate or community page. Encourage your donors to forward your page to people in their networks. Networking in today's world is completely different than just five years ago. Try it – it's highly effective, and fun too!



## Boundless Fundraising with Facebook

What is Boundless Fundraising and how it works?

Boundless Fundraising™ is a Facebook application that enables you to extend your fundraising beyond “MY HQ”. Once you register for an event you are given the option to add the Boundless Fundraising Facebook application with a few simple clicks.

Once you have added the Boundless Fundraising application to Facebook, your fundraising progress is displayed on your facebook page where your friends can check your progress and donate to your efforts. Your friends can click a link to make a donation towards your participation with *the Race for the Cure*. It's that easy!

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## General Team and Financial Questions

Each month, there will be a Team Captain reception to gather all team captains to share in an exchange of questions and answers. Look for an e-mail announcing team captain reception times and locations.

Monthly competitions for teams to compete will be offered with grand prizes for reaching certain goals.

Show your team's creativity by designing your own, creative, unique T-Shirt. Our branding standards require that there be NO use of the Komen logos and any variation of Susan G. Komen for the Cure® and Komen North Jersey Race for the Cure®. All shirts must be submitted for pre-approval. Send PDF design to [race@komennorthjersey.org](mailto:race@komennorthjersey.org) or mail to Komen North Jersey, Team T-Shirt Contest, 785 Springfield Avenue, Summit, NJ 07901

Please submit your actual T-shirt for display on Race Day no later than May 10, 2011.

The top 20 T-shirt finalists will be displayed at Race Day. All Race attendees will be able to vote on their favorite T-Shirt by making a donation on Race Day. Voting will be from 9:00am- noon. The winner will be posted on our web site the week following the Race.

### **Race Day Schedule (more info to come)**

**8:00am 5K Race**

**9:00am Survivor Ceremony**

**9:30am Walk/Fun Walk**

If you have additional questions regarding your Race Center, Setting up your page and Sending out E-Mail letters, go to the FAQ and FORMS buttons on our web site and download the FAQ's.

## Financial Questions

### **Can my Company Pay the Registration Fees for my Corporate Team?**

Yes, your company or an individual can pay the registration fee for the team. Simply call 908-277-2904 x 19 or x14 or e-mail [race@komennorthjersey.org](mailto:race@komennorthjersey.org) and indicate how many people you want to register. Your credit card number will be taken and a code given to you. If you pay for 25 people, then that code is valid for 25 registrations. If you need additional registrations, you will need to call again and pay for the additional registrants. Each participant will need to register independently. You will have to give those 25 people the code. When registering online, there is a question asking you if you have a discount code. Please enter that code in the box.

**PLEASE DO NOT OPT OUT OF EMAIL NOTIFICATIONS-IT IS THE ONLY WAY YOU WILL RECEIVE ESSENTIAL RACE AND TEAM CAPTAIN INFORMATION**