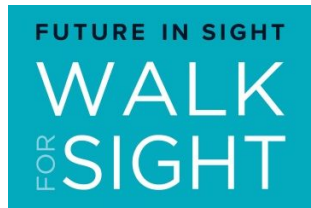


Become a Team Captain – It's Easy!

- There are 2 ways to register your Team:
 1. Register on-line at www.futureinsight.org/stay-informed/events
 2. Fill out and sign a Walk for Sight brochure and mail with your registration fee to Future In Sight.
- Come up with a fun Team name - it will be printed on the Walk t-shirts if you register by May 1st. Be creative!
- Ask your family, friends & co-workers to walk with you. There is no minimum or maximum to the number of walkers on a team. Encourage them to register on-line – it's a great way to track your donations! If they prefer to register by mail, remind them to send their registration form to Future In Sight by May 1, to be guaranteed a t-shirt (the registration forms are part of each brochure).
- Motivate your team members to raise as much money as possible through donor contributions. Remind them that all monies raised will be specifically used for vision rehabilitation programs and services provided by Future In Sight.
- Set a goal for your team and ask your team members to each set a goal - AIM HIGH! For walkers who raise \$250 will earn an incentive reward. A special award will go to the single highest individual fundraiser as well as an additional special prize for the Captain of the team raising the most money.
- **Skip the Check-In Lines on Event Day!** We encourage Team Captains to come to Future In Sight during the week leading up to the Walk to drop off collected money and to pick up your team members' t-shirts. Any earned incentive rewards may be picked up at this time also. ***Please call ahead so we can have everything ready for you when you arrive. If you cannot make it to Future In Sight, we can come to you!***
- **Team Members should not go to any check-in table on June 2.**

On the day of the Walk, only you, as Captain, should go to the Team Table and:

1. Collect remaining cash and checks collected by your team members
2. Go to the Team Captain Table and pick up any remaining t-shirts for your team members who have not yet claimed theirs.
3. Get claim tickets for the team members who earned incentive.



Team Captain Checklist

Below is a checklist of things you need to be sure you have done as a team captain:

- Set a Team Fundraising and Walker Goal
- Email friends, family and co-workers to let them know you have started a team and you hope for their support (don't forget to use the "Spread the Word" feature on your personal page). Send out emails and invite them to join your team as registered walkers or to make a donation on your behalf
- Post and share your team information on Facebook and Twitter
- Communicate with your team members. Keep them informed and continue to motivate them. Remind them that they need to register by **May 1** to be guaranteed a t-shirt. Ask them to turn in their collected money ahead of the Walk, if possible.
- Make sure they have read the Walker Fundraising Guide
- The week leading up to the Walk, arrange to collect any remaining collected donations from your team members and drop off at Future In Sight. You may pick up all of your team t-shirts at this time. Distribute them to your team members either in advance, or on the morning of the Walk. Let your team members know when you are picking up their shirts and make arrangements prior to the Walk for pick up if possible.
- Team Signs will be made in advance, for each captain. Designate a team member to hold that sign up high on the morning of the Walk so all team members can find each other.

If you have any questions, contact Danielle Krause at dkrause@futureinsight.org or 603-565-2424.