



CORPORATE & COMMUNITY TEAM CAPTAIN GUIDE

Thanks for joining us for the 2008 Komen Quad Cities Race for the Cure® on June 13! We'd like to offer these guidelines to make your team experience go smoothly. If you have questions, please call or email us using the contact information on the back.

Team registration is designed for groups of 10 or more. If you do not have 10 people in your group, please encourage participants to register as individuals. As a special thank you to captains of teams of 10 or more, your race registration is complimentary this year. Please use the complimentary application included in this packet.

RECRUITING YOUR TEAM

- Recruit team members with posters, emails, fliers, etc. Encourage all co-workers, family members, neighbors and friends to join in the fight against breast cancer!
- Friends and family members of employees are eligible to join corporate teams.
- A race poster is included with your team packet. Feel free to make copies and post throughout your office or in other convenient locations.
- **Friends for the Cure Pledge Program.** This is a good opportunity for those unable to participate in the team! Go to www.komenquadcities.org and click on the "Friends for the Cure Pledge Program" box on the left side. The site will walk you through registering and creating a site that you can share with others to raise additional funds. It truly is easy, and a good way to involve more supporters.

TEAM REGISTRATION FORMS

- Important: Please complete **both** enclosed sheets in full (Team Registration and Team Packing List/Reconciliation).
- Include **signed** application for each team member. **APPLICATIONS MUST BE SIGNED!**
- **Staple all checks to the appropriate application(s).** (Please attach payment to the appropriate application(s) – this helps us tremendously as we reconcile the packets.)
- Make sure to identify team members who are Survivors to ensure that Survivor shirts are included. It's very important to us that we recognize these special individuals.
- **Sleep In for the Cure** is a great opportunity for people who are not able to participate in the Race to still be a part of your team. "Sleepers" will count toward your team total and receive a t-shirt.
- Applications and team forms are also available on our website: www.komenquadcities.org (Race 2009, Corporate/Community Teams)

ON-LINE REGISTRATION

- Team members may register individually online at www.komenquadcities.org. Click on the "Register Online Now" box on the left side, then choose "click here to join a team." They will need to **choose the team name from the drop down menu and enter the first and last name of the team captain in the field provided.**
- Online registration allows for up to 10 team members to be registered at the same time, as long as they are paid for together.
- Team members that register online do not need to be included in your Team Packet paperwork. The team coordinators will make sure their race materials are packaged with the appropriate team.

TEAM AWARDS

- Awards will be presented to the largest school, organizational and community teams and to corporate teams in each of the following categories: 0-50 employees; 51-100 employees; 101-500 employees; 501-1000 employees; and 1000+ employees.
- An award will also be presented to the team with the highest pledges/team member.

TEAM DEADLINE

- Deadline for team materials is 4 p.m. on Friday, May 15, 2009. Due to the amount of time needed for processing team packets, we cannot accept team packets after this date. Please make every effort to meet the deadline so your group can enjoy the team benefits.
- **Send team packets to:**
Eastern Iowa Community College District
306 West River Drive
Davenport, Iowa 52801
Attn: Honey Bedell / Race for Cure Team

PACKET PICK-UP

- Organize your team's packet pick-up times at your company or a convenient location for your team.
- **Team boxes will be available on Wednesday, June 10 from 7:30 a.m. to 6 p.m. in the Carver Physical Education Center at Augustana College in Rock Island.** Boxes not picked up at that time will be available on Friday, June 12 during regular packet pickup, 8 a.m. to 6 p.m., at the i wireless Center in downtown Moline.

RACE DAY

- Coordinate a convenient meeting place for your team the morning of the race. The American Red Cross of the Quad Cities Area has offered their west parking lot as a meeting site for teams; 1100 River Drive in Moline, across from the i wireless Center parking lot.
- Start time for both the 5K and 1 Mile events is 8 a.m.
- Get your team noticed with t-shirts, hats, etc. highlighting company or group logos or team names.
- The race course will begin and end outside the i wireless Center in downtown Moline.

RACE DAY SHUTTLE

- Beginning at 6:30 AM, buses will depart from the parking lot below. The shuttles will drop off at Centre Station, across from the i wireless Center. Return shuttle service will also depart from this location and run continuously until approx. 15-20 minutes after the stage ceremony is completed. ***Please note this is a different shuttle location than in previous years!***

Quad City ExpoCenter
2621 4th Avenue, Rock Island

CONTACTS

- Honey Bedell at 563-336-3302 or email hbedell@eicc.edu
- LuAnn Haydon at 309-765-1000 or email HaydonLuannM@johndeere.com
- Our web site: www.komenquadcities.org
- Komen Quad Cities Race for the Cure office at 563-421-CURE (2873); 1-877-921-CURE (2873)

Thank you for being part of the 2009 Komen Quad Cities Race for the Cure®! We know being a team captain is a big job, and we appreciate your efforts. Please let us know if we can help in any way.