

TEAM CAPTAIN GUIDE



UCI Anti-Cancer
Challenge

The UCI Anti-Cancer Challenge is an activity of the University of California, Irvine Foundation, a 501(c)(3) nonprofit, tax ID 95-2540117

UCI Anti-Cancer Challenge | UCI Health Chao Family Comprehensive Cancer Center | University of California, Irvine

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BRILLIANT FUTURE
THE CAMPAIGN FOR UCI

RIDE. RUN. WALK.

HELP US LEAD THE CHARGE
AGAINST CANCER



WELCOME AND THANK YOU FOR BEING A UCI ANTI-CANCER CHALLENGE TEAM CAPTAIN.

Team captains promote their team, recruit participants and encourage teammates to be successful. Team captains communicate regularly with the team and plan fundraising or training events. This Team Captain Guide is designed to help you recruit Challengers and understand how a team works. This guide contains information on the following key topics:

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MARK YOUR CALENDAR

We have a series of events to get your team ready for Challenge Day. Check the Events section of the website for updates or follow us on Facebook or Instagram. Invite your teammates and potential teammates to a rally event and participate in a training ride or run.

IMPORTANT DATES

Make sure your team knows these important 2022 dates:

Rally Events:	Dates TBD in July and September
Packet Pickup:	Wednesday - Friday, Oct. 5 - 7
Challenge Day:	Saturday, Oct. 8
Fundraising Deadline:	Monday, Oct. 31

FORMS

Check out the Tools and Resources section on the website for important documents and forms to organize your team.

PLANNING AND ORGANIZING

Get your team ready by reviewing the team basics.

WHAT IS A TEAM?

A UCI Anti-Cancer Challenge team is a group of friends, colleagues and/or family members coming together in a shared commitment to create a cancer-free world.

HOW MANY PEOPLE MAKE UP A TEAM?

We encourage you to rally at least 10 members for your team. A team is about building team energy and spirit. So, the more members you have, the more fun the Challenge will be.

WHO CAN JOIN MY TEAM?

Anyone can join your team — riders, runners, walkers, volunteers and virtual participants can all join forces on one team. Let's beat cancer together — invite everyone you know to join your team.

WHAT IS THE FUNDRAISING GOAL FOR MY TEAM?

Set your team goal high! Each Challenger has a personal fundraising goal. Each Challenger's personal fundraising is counted toward the team goal.

We know, however, that some groups prefer to rally together and raise money together. If your team decides to fundraise as a team, all donations must be designated to individual team members. Donations cannot be given to the team and equally distributed to teammates.

JOINING A TEAM INSTEAD OF PARTICIPATING AS AN INDIVIDUAL

Participants can sign up as individuals, but we encourage teams. Here's why:

- Teams bring more people, money and awareness to the UCI Health Chao Family Comprehensive Cancer Center.
- Teams build camaraderie among groups of people who are passionate about finding cures to all forms of cancer.
- Teams put the fun in FUNdraising and have a great time training together.

WHAT ARE MY RESPONSIBILITIES AS TEAM CAPTAIN?

Your main priority is to keep teammates informed and motivated. Team captains also:

- Recruit new team members.
- Set a team fundraising goal.
- Set up and maintain your team's webpage.

PLANNING AND ORGANIZING

You don't have to do it alone. We are here to help set your team up for success.

CAN I HAVE A CO-CAPTAIN?

You can have up to three co-captains—four team captains total. Only one captain can start a team. Once the captain has created the team and the co-captain has registered, send an email to anti-cancerchallenge@uci.edu to request the co-captain be promoted from a team member to a team captain.

Recruit co-captains to take on the following roles:

- Fundraising Pro: The go-to fundraiser. This person should be familiar with the fundraising and be able to educate the team about best practices.
- Party Planner: This person plans team get-togethers and fundraising events.
- Event Day Coordinator: The event day and team spirit guru. This person will be in charge of team event day logistics and coordinating a team theme. Team T-shirts, hats and signs are encouraged.

HOW DOES THE WEBSITE HELP ME WITH MY TEAM?

Each Challenge participant gets a personal page on the UCI Anti-Cancer Challenge website that can be directed to potential donors. As a team captain, you also manage a team page. You can personalize the page with a photo or video and stories.

HOW DOES THE UCI ANTI-CANCER CHALLENGE HELP ME WITH MY TEAM?

As a team captain you will receive special team captain email updates with fundraising ideas, information on recruiting and tips for communicating with your team.

You can also find additional fundraising support in the Tools and Resources section of the website.

HOW DO I SET A TEAM GOAL?

Set a team goal for both fundraising and number of teammates. Don't be afraid, set the goal high—people are more likely to get involved or support your efforts if they seem difficult to achieve.

PRO TIPS

Support your teammates with training, education, fundraising and celebrating.

- Welcome each new teammate. You will get an email alert when a new team member joins your team.
- Get in touch, stay in touch. Communicate regularly with your team. Schedule opportunities for the team to connect at events.

RECRUITING

Now it's time to recruit Challengers to your team! The more Challengers you have, the more fun it will be.

HOW TO RECRUIT

Anyone can join your team. Here are a few tips to help you recruit teammates:

- People can't join you if they don't know what you're doing. Don't be shy about spreading the word.
- Include the two most important pieces of information—your team name and a link to your team page.
- Set up your team page. Your team page is the best way to encourage people to join you. Don't forget to post your team's goal to inspire people to join you.
- Let your social media work for you. Post an invitation and include a link to your team page. You can also create a team Facebook group to make it easy to get the word out to teammates.
- Ask everyone who joins your team to recruit two members.
- Connect with those who have been touched by cancer; ask them to join you.
- Promote your team in your local paper, at stores, coffee shops and gyms.
- Friendly competition can really get people excited. Find another team and run a competition to see who can recruit more people in a month.

RECRUIT IN THREE EASY STEPS

1. Email your network and encourage people to join you. Save time by using the template email in your participant center.
2. Host a team kick-off party. Provide snacks and invite friends and family. Tell them about the event, why you're involved and encourage them to join your team. Use your smartphone or bring your laptop to register your friends right away.
3. Update your Facebook status frequently with information on joining your team. Include a link to your team page.

10 POSSIBLE TEAMMATES

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

FUNDRAISING



Teams have more fun and raise more money than individual participants.

TEAM FUNDRAISING

Fundraising minimums are per individual; gifts cannot be given to the team. If you decide to fundraise as a team, each donation must be given to one team member. Use the donation tracking form to track donations for each team member.

FUNDRAISING EVENTS

Be prepared to accept donations at fundraising events. The best way to accept donations is to ask people to give directly on the website. Encourage team members to download the mobile app.

If you choose to accept cash or check donations during a fundraiser, please complete the Offline Donation Form for each gift. You can also use the Donation Tracking Form to allocate donations to different team members. Both forms can be found on the website in the Tools and Resources section.

MATCHING GIFTS

Many companies match their employees' donations. The process is usually easy. The donor fills out a form and gives it to their company. The company will then match the gift dollar for dollar. Encourage team members to take advantage of matching gifts. Visit anti-cancerchallenge.org for more information.

EVENT IDEAS

We have a list of event ideas to help you get started. Visit the Tools and Resources section of the website and download the Fundraising Ideas document.

ENCOURAGE TEAMMATES

Teammates may be shy about asking for donations if this is their first fundraising event. Remind team members many people will be eager to support their Challenge and a great cause. Check out the Fundraising Plan in the Tools and Resources section of the website for more information on how to hit fundraising goals quickly.

THANKING DONORS

Thanking donors is one of the most important ways to get the word out about the UCI Anti-Cancer Challenge, celebrate your achievement and secure donations in future years. Being thanked is a second opportunity for your donor to enjoy the contribution he/she has made to cancer research. It only takes a second and it is so important.

TOOLS AND RESOURCES

The Tools and Resources section of the website is located under the fundraising tab. Encourage all your teammates to check it out!

TRAINING AND SAFETY

Our top priority is to keep all our Challengers safe.

SAFETY

As a team captain, check in with your team members to make sure they are prepared to be safe Challenge Day.

Riders must follow the rules of the road, which are outlined on the website. All riders are expected to wear a helmet while riding on Challenge Day.

Runners should be encouraged to line up as they think they will finish to avoid congestion and potential accidents on the course.

TRAINING TIPS

Organize training rides or runs with your teammates, or join one of the many free training rides or runs in the community.

Training as a team deepens friendships, builds confidence, and it is a great way to get ready for Challenge Day. Check out the training tips on the website for more information to get your team ready!

TRAINING FOR RIDERS

- It's important to start training early so you have plenty of time to prepare for the ride. Find a training timeline that works for your schedule.
- Organize your own training rides with friends and teammates to help you reach your goal.
- Enjoy the process of training for your ride — it should be fun!
- Ride safely during your training and practice your safety tips. Obey the rules of the road.
- Connect with riders who have more experience to share tips and information.
- Evaluate your equipment and get what you need for a comfortable ride. Make sure your bike and helmet fit you properly. Visit a local bike shop for more information on proper fitting.
- Stay hydrated and find the right nutrition plan for you.
- Don't forget to rest. In addition to days off during your training schedule, plan to get enough sleep at night so you have more energy for your ride.
- Stretching or foam rolling can reduce tightness and soreness after a ride.
- Ride new roads once in a while to add variety to your routine.
- Do a quick ABC bike check before every ride. Check the air in your tires, your brakes and your chain.

TEAM PROMOTION



Show off your team before and during the event.

TEAM PRIDE

Big or small, company or family, your team can show off its Challenge spirit while also looking like a team. If you plan to create a custom jersey or shirt for your team, the key is to recruit early and order early. It takes time to design, produce and deliver a custom T-shirt or jersey.

We've also seen people build team unity with hats, arm warmers, bandanas, bike decorations and more. Be creative. Have fun. Make the Challenge your own!

PROMOTE YOUR TEAM

Consider promoting your team in local newspapers or company newsletters, with merchants, at community and company events, etc. to show off what your team is doing and encourage support. Don't forget to include a link to your team page or QR code in the promotion to make it easy for people to donate.

SHOW OFF

Find local sponsors to sponsor the team. Wear their logo when you ride or run.

UPDATE YOUR INFORMATION

Continually update your Team Page in the Participant Center and on your team Facebook group. Keep posts current to engage your team and fundraising networks. Encourage your teammates to update their personal pages.

GET SOCIAL

Don't forget to post Facebook or Instagram updates when you hit important milestones towards your fundraising goal. Use Instagram to show a training ride your team just finished. Show off what your team is doing!

CORPORATE TEAMS

Here are a few tips to recruit teammates and promote your team at work:

- Tell your corporate leaders about the Challenge. It's a great way to build team spirit, demonstrate community leadership and connect employees around something meaningful.
- Arrange for your UCI Anti-Cancer Challenge team to do a "Lunch and Learn" event at your office.
- Use internal channels such as break room bulletin boards and newsletters to inspire your colleagues to join your team.

TEAM PLANNING

TEAM NAME: _____

TEAM CAPTAIN: _____ CO-CAPTAIN: _____

Target number of team members:

Target team \$ goal:

Target \$ goal for each team member:

Customize team fundraising page.
Due date:

Email members announcing team.

Due date:

Email members announcing goals & activities.
Due date:

Team recruitment kick off announcement.

Due date:

Email thank you to all team members.
Due date:

TEAM ACTIVITIES	DUE DATE
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

FUNDRAISING ACTIVITIES	DUE DATE	\$ GOAL
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

TEAM FUNDRAISING EVENT TRACKING FORM

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Any check or cash team donations that need to be divided among your individual teammates must be submitted with this distribution form. Please list the names of participants and the portion of the total donations you would like each to receive.

Team Name: _____

Total amount of cash: \$_____

Team Captain: _____

Total amount of checks: \$_____

Email: _____

Total amount of credit cards: \$_____

Phone: _____

Grand total enclosed: \$_____

	DONATION FROM	\$ AMOUNT	TO: PARTICIPANT NAME
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Mail this form, completed, with
Offline Donation Forms and payments to:
UCI Anti-Cancer Challenge
333 City Blvd. W., Suite 605
Orange, CA 92868

Questions? Contact us.
anti-cancerchallenge@uci.edu
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