



Suggested Time Line

Team Captain Responsibilities	Suggested Time Frame	Completed by:
Attend RFL Launch	Week 21	
Recruit at least 9 others to be on your team	Week 20 onwards	
Pay team's registration fee and book a tent site	Week 16	
Attend 1 st Team Captains meeting and receive kit		
Seek matching funds from workplace	Week 16	
Hold team members meeting to distribute donation sheets and complete registration form	Week 15	
Decide on team name, theme, costumes and campsite needs (tent!) and decorations. Issue handbooks	Week 14	
Hold team meetings to check everyone's progress in raising \$100 or more each	Week 14 Week 8	
Check back individually with those who have yet to reach their fundraising goal	Week 7 and weekly thereafter	
Attend Team Captain Meeting – final t-shirt orders to be in and number of team requiring breakfast on Sunday	Week 7	
Hold team meetings to collect fundraising to bank	Weeks 3 & 4	
Attend Team Captain's Meeting to hand in all money received so far	Weeks 2 & 3	
Attend Banking Night – Cancer Society of NZ Taranaki Centre Inc. Return final monies and collect t-shirts	Week 1	
Hold team meeting to distribute t-shirts and go over the food and camping list and team roster	Week 1	
Attend final team captain's meeting for final instructions and turn in any last minute money raised.	Saturday of Event	
Hold team meeting at campsite to schedule walkers, arrange lap counting and share weekend plans	Saturday of Event	
Complete Evaluation Forms and hand in	Sunday of Event	
Award incentives/prizes earned to team members	Sunday of Event	
Thank team members and any sponsors	Post Event	

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