



Team Captain Job Description

A Team Captain is a position designed to support the Cancer Society's Relay For Life by leading and motivating a team from your workplace, club, family, friends, etc. to participate and raise funds.

A Team Captain agrees to serve in the following capacities:

- ☆ Build a team of 10-15 members
- ☆ Delegate specific roles to other team members
- ☆ Attend the Cancer Society Relay For Life launch / sign up night
- ☆ Set a fund-raising goal for your team (\$100/person is the recommended minimum)
- ☆ Recognise cancer survivors on your team and encourage them to participate in the survivorship celebrations at the event
- ☆ Distribute Relay For Life fundraising tools and resources to all team members
- ☆ Coach and motivate your team to success. This includes using all available forms of internal communications to generate enthusiasm and participation for the event (i.e., email, voicemail, newsletters)
- ☆ Hold creative fundraisers to help your team raise money
- ☆ Attend Cancer Society Relay For Life Team Captain meetings
- ☆ Recognise team members for their commitment to the fight against cancer



How to be a Great Relay Team Captain

- ☆ Ask people you like (and who you trust) to be with you. Choose greatness!
- ☆ Have a team kickoff to recruit new members and get things going.
- ☆ Set a team fundraising goal of at least \$100/person or \$1000 for the team.
 - Fundraising year-round will lead to more success and less burnout
 - Don't forget to plan some on-site fundraisers for the day of Relay
 - get creative with FUN-raisers that the whole team can help with & enjoy
- ☆ Select a Co-Captain to help you
- ☆ Organize your team by forming team committees
 - Lay out team fund-raisers on a calendar and discuss responsibility for each
 - Delegate
 - Trust and support your team members
- ☆ Communicate, Communicate, Communicate!
 - Have regular team meetings
 - Copy and distribute any Relay newsletters
 - Do a team newsletter
 - Call and email with updates, good news ("Jane just got a \$20 donation!"), reminders about fund-raisers, upcoming team meetings, etc.
- ☆ Attend Team Captain Meetings or send someone in your place
 - Pass along information you get at team captain meetings
 - Keep your team informed about incentive prizes, rules, games, contests, etc.
- ☆ Make sure you turn in your registration fee and form by the deadline. Don't forget to turn in any other forms needed by the Relay Committee.
- ☆ Motivate, excite and enthuse your team
 - Dedicate your team's efforts to a cancer survivor
 - Share information about the Cancer Society programmes and services that you receive at team captain meetings
 - Be their cheerleader and their biggest fan
 - Ask survivors that you know to come to Relay and walk in the Opening Lap
 - Hang Relay posters, banners, balloons in your office
- ☆ Take up the fight against cancer and volunteer to help with Cancer Society programmes and services.
- ☆ Have a Team Captain Wrap-Up Party
 - Review the team's activities, fund-raisers, etc. to find out what worked well and what can be improved
 - Distribute/Announce any awards your team won
 - You can even have your own team awards (top fund-raiser, most laps walked, etc.)
 - Start planning for next year's Relay
- ☆ Have FUN!!