

TEAM CAPTAIN CHECKLIST

- ❑ **REGISTER:** Notify STAP that you are forming a team by calling us at 607-798-1706, emailing Mkaminsky@stapinc.org, or register on line at www.stapinc.org
- ❑ **SET GOALS:** Everyone does better when they have their eye firmly fixed on a goal. Write down your goals for Team Fundraising goal and Number of Team Members on the sticker located at the left pocket of the folder – then overachieve it!!
- ❑ **RECRUIT MEMBERS:** Use the enclosed Team Signup Sheet to recruit your team. Display the signup sheet in a convenient location to build your team.
- ❑ **DISTRIBUTE BROCHURES:** Supply team members with brochures and other promotional materials so they can start fundraising toward their goal!
- ❑ **COLLECT DONATIONS:** Donations must be collected in advance. Encourage sponsors to pay by check, make payable to STAP. Each team member needs \$25 minimum to participate but can raise thousands more!
- ❑ **PRE-EVENT REGISTRATION:** Set a date for all of your team members' donations to be turned in to you so that you can bring them to STAP and be entered in the early raffle prize drawing!



2011 Top Dog
Gemma



Fundraising Walk/Run
July 21st
11am @ otsiningo park
798-1706

www.doggonefunontherun.org