



TEAM CAPTAIN INFORMATION

Susan G. Komen Kansas City Race for the Cure[®]
SUNDAY, AUGUST 8, 2010
UNION STATION



Presented by 

NATIONAL SERIES SPONSORS



www.komenkansascity.org
816-842-4444

WELCOME

TEAM CAPTAINS

Welcome to the Susan G. Komen Kansas City Race for the Cure®!

On August 8, 2010, downtown Kansas City will be awash in pink... and alive with hope and promise - the Komen promise to save lives and end breast cancer forever!

As a team captain, you play a tremendous role in the success of our Race. This packet is intended to give you the information you will need to have a fun and successful race. We have options that will help you encourage the participation of your co-workers, family and friends. Your team members can elect to be at the Race or decide to Sleep in for the Cure®, run the 5K or stroll in the one-mile Family Fun Walk. You can chose to wear the Race shirt you will receive with your registration, or to show your spirit and creativity with a design of your own.

As a Team Captain you are responsible for registering yourself as a participant and your team either online or by mail; reviewing any paper registration forms for accurateness; collecting and turning in all registrations materials by the deadline; picking up and distributing Team packets; and communicating information about the Race to your Team.

We are here to support your efforts. If at any time you need more information, go to our website at www.komenkansascity.org, or e-mail us at teams@komenkansascity.org. You are also welcome to call 816.842.4444.

Thank you for all that you have done and will do in support of the Komen Kansas City Race for the Cure®. It is through efforts such as yours that the Komen Kansas City Race for the Cure® has risen to the largest race in Kansas City, and has awarded 20 grants totaling over \$844,000 to programs providing breast cancer services in the Greater Kansas City area.

You make a difference!

Thank you again and we look forward to seeing you and your team on August 8th at Union Station!

PROGRAMS

FUNDRAISING FOR THE CURE – Make an IMPACT!

As the team captain you should set the tone. We ask you and your team to Make an IMPACT! Your registration fees pay for all the logistics of the Race. Your donations go directly to support the programs and services to find the cures for breast cancer. You can do this and we are here to help. We have lots of tips and ideas and an entire Race Fundraising Committee filled with team captains just like you to help you along the way.

You and your team members can raise money for this year's Race through Facebook! By adding the Susan G. Komen Race for the Cure® boundlessFUNDRAISING™ application to your Facebook page, you can extend your fundraising efforts to your networks of friends on Facebook. We ask that you and each team member raise a minimum of \$160 which could pay for one mammogram and clinical breast exam. Incentive prizes will be given to individual fundraisers who raise \$300 up to \$10,000. The top 50 fundraisers will be added to the Pink Honor Roll and be invited to events just for them! Check out the 2009 Pink Honor Roll members: <http://www.komenkansascity.org/komen-race-for-the-cure/fundraise/>.

All fundraising money should be sent to Komen Greater Kansas City Race for the Cure, 1111 Main Street, Suite 450, Kansas City, MO 64105 or collected online through your Participant Center. For 101 fundraising tips, visit: <http://www.komenkansascity.org/komen-race-for-the-cure/fundraise/>.

TEAM T-SHIRT CONTEST

Design a t-shirt to show your team spirit! If you have a special t-shirt that your team will wear for the race, please bring us an example to the Team Pick-up on August 3rd at Ameristar Casino or to the Komen Affiliate office located at 1111 Main, Suite 450, Kansas City, MO 64105 for display on race day for our team t-shirt contest. The t-shirt that receives the most votes at the Race (in terms of the amount of money raised) will be our winner and honored on our web site. The t-shirt will not be returned. We ask that you please reserve the shirt color pink for our survivor participants.

TEAM PHOTOS

Team photos will be available on Race day. Be on the look out for the sign up for time and location. Photos will be taken by Action Sports.

SLEEP IN FOR THE CURE®

Not available on Race day or just want to stay in bed? Sleep in for the Cure® is the way to support the Race even though you are not present.

I AM THE CURE® PLEDGE-U-CATION

You may have heard about I AM THE CURE®, the breast health education program from the Susan G. Komen Race for the Cure Series, that teaches Race participants simple steps to take charge of their breast health. The I AM THE CURE® breast health messages can be incorporated into your fundraising efforts through a variety of downloadable tools provided for you. You can share these messages with your team members, and together raise money and awareness at the same time. Visit www.iamthecure.org for a full list of downloadable resources.

SURVIVOR PAVILION

Komen Kansas City is pleased to present the Survivor Pavilion. This is a special area that honors our survivor participants with food, beverage, and door prizes. Please make any survivors on your team aware of this special area designed to pamper them! The Survivor Pavilion is located on the West end of Union Station.

SCHEDULE

TEAM CAPTAIN SCHEDULE

Create your team online
(a minimum of 10 participants)

NOW

Team Captain Meeting

April 24 – at Ameristar Casino
(limited to the first 100 registered)
3200 Ameristar Dr.
Kansas City, MO 64161

Last day to mail in team registrations

July 16

Last day to complete on-line team registrations

July 25 (by 6:00 p.m. C.S.T.)

Large Team t-shirt delivery

July 29-30
(for teams of 75 members or more)

Team t-shirt pick up

August 3, 10:00 am – 7:00 pm
Ameristar Casino
3200 Ameristar Dr.

Team t-shirt contest deadline

August 3, bring your Team t-shirt to
Ameristar Casino or the Affiliate Office

2010 Komen Kansas City Race for the Cure®

August 8

Fundraising/Pledges Deadline

August 16

REGISTRATION

NOTE: only the team captain has access to the Team Center or Team Fundraising Headquarters.

HOW TO CREATE A TEAM

1. On the homepage, click on the Komen Race for the Cure tab located in the pink tool bar. In the drop box click on Register.
2. On next window, click on the gray button on the right hand side that reads FORM A TEAM.
It will take you to a new page to begin the process.
3. Team Name (located in bottom box): Name your team.
4. Team Company: If you would like to put your company name here you may (optional). First, please check to see if your company is already listed.
5. Team Division: Pick the category that best describes your organization.
6. Password: Entering a password is optional and will require each of your team members to include that password when registering.
7. Now click on NEXT STEP button and the rest of the process is your individual registration for the Race. Be sure you complete all required information and that you see a confirmation page.
Print this page out and keep for your records.

**** PLEASE DO NOT OPT OUT OF EMAIL NOTIFICATIONS-IT IS THE ONLY WAY YOU WILL RECEIVE ESSENTIAL RACE AND TEAM CAPTAIN INFORMATION.**

TEAM REGISTRATION HOW-TO'S

1. Visit www.komenkansascity.org
2. With the Username and Password that was e-mailed to you, click LOG IN in the upper-right hand side of the homepage. If you don't have a Username and Password, you can create them during the registration process.
3. Roll your mouse over the RACE FOR THE CURE tab in the pink tool bar, then arrow down to REGISTER and click.
4. There are several different options for registering as part of a team. On the right-hand side of the screen, you'll see a series of gray boxes. Either click "Form a Team" or "Join a Team" depending on whether or not you're the team captain.
5. If you clicked "Form a Team," you'll need to name your team, select which Division best corresponds with your team, set a password if you'd like and create your team's fundraising goal. Skip to step 7.
6. If you clicked "Join a Team," enter the team name you'd wish to join in the box next to the Team Name at the bottom of the page. Click Search for a Team to find your team and then click Join next to the correct team name that appears in the box.

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REGISTRATION

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7. If you have already logged in, your name and contact information will be automatically populated based on the info we have on file for you. If you have not registered previously for the Race, you may create your own username and password at this time.
8. At the end of the registration process, you may register for another individual or you may complete your registration by entering a credit card number and billing address. Your Team Captain will be notified once you have joined the team.
9. If you want to register multiple people with the same login credentials, you must do so at this time. After your registration has been processed, any additional individuals will need to create separate login credentials with a different email address to register, please also note that for multiple registrants in one transaction only one fundraising page will be created for the primary registrant.
10. Once you have registered, you will receive a confirmation e-mail with a link to your PARTICIPANT CENTER. This is where you can manage your registration, set fundraising goals and track your progress. You can visit your PARTICIPANT CENTER any time by logging in using the Username and Password you were provided or created during registration. If you are a Team Captain, you will be able to manage your team webpage and view and download team rosters/reports from your PARTICIPANT CENTER.

MAIL-IN REGISTRATIONS

All mail in registrations must be postmarked by July 16, 2010 (UPS or FedEx recommended)

1. Registration steps
 - a. All team members must turn in a completed entry form to the Team Captain. Make sure each release waiver is signed. Entry forms may be photo copied, but include only one name per entry form.
2. Collect Payment
 - a. Please do not send cash. If team members pay with cash, we recommend, depositing into a single account and writing one check. Numerous individual checks are acceptable.
3. Team Captain Participants List
 - a. Make a list of all Team participants.
 - b. Make sure to make copies of what you are sending via the mail and keep for your records.
 - c. Bundle your team entry forms, a completed Team Registration Submittal Form, and a copy of your team list with payments and mail to:

Attn: Komen Kansas City Race for the Cure®
c/o Hermes Sports & Events
1624 St. Clair Avenue, Cleveland, OH 44114
(UPS or FedEx recommended)

TEAM MEMBER REGISTRATION

One form per entrant, copies are acceptable.

___ I am a Breast Cancer Survivor

PLEASE SUBMIT THIS FORM WITH PAYMENT TO YOUR TEAM CAPTAIN. TEAM NAME: _____

LAST NAME

FIRST NAME MIDDLE INITIAL

ADDRESS

CITY COUNTY

STATE ZIP DAYTIME PHONE

EMAIL

BIRTHDATE AGE (ON 8.08.10) SEX: FEMALE MALE

ETHNICITY (optional) CAUCASIAN/WHITE AFRICAN AMERICAN/BLACK HISPANIC/LATINA NATIVE AMERICAN
 ASIAN PACIFIC ISLANDER MULTI-RACIAL

T-SHIRT ADULTS: S M L XL XXL XXXL EVENT: 5K 1 MILE SLEEP IN FOR THE CURE® IN THE PINK®

ENTRY FEES

Entry fee must be included to process your registration. All mail-in entries must be postmarked by July 16, 2010. To register after July 16th, please visit one of the registration sites listed at www.komenkansascity.org.

Adult Registration	_____	\$25.00	\$ _____
5K & 1 Mile Fun Walk			
Ages 12 & under Registration	_____	\$10.00	\$ _____
5K & 1 Mile Fun Walk			
Sleep in for the Cure®	_____	\$25.00	\$ _____
In The Pink	_____	\$75.00	\$ _____
Timing Chip (for competitive timed runners)	_____	\$5.00	\$ _____
Additional contribution to the Komen Kansas City Race for the Cure®	_____	\$ _____	\$ _____
Total amount enclosed (Please DO NOT include your pledges in this total.)	_____	\$ _____	\$ _____

Please give this completed form and your check made payable to: Komen Kansas City RACE FOR THE CURE® to your Team Captain to mail in.

WAIVER AND RELEASE OF CLAIMS

I understand that my consent to these provisions is given in consideration for being permitted to participate in this Event. I further understand that I may be removed from this competition if I do not follow all the rules of this Event. I am a voluntary participant in this Event. I am in good physical condition and am solely responsible for my personal health, safety and personal property. I KNOW THAT THIS EVENT IS A POTENTIALLY HAZARDOUS ACTIVITY AND I HEREBY VOLUNTARILY ASSUME FULL AND COMPLETE RESPONSIBILITY FOR, AND THE RISK OF, ANY INJURY OR ACCIDENT THAT MAY OCCUR DURING MY PARTICIPATION IN THIS EVENT OR WHILE ON THE EVENT PREMISES. TO THE FULLEST EXTENT OF THE LAW, I, FOR MYSELF, MY NEXT OF KIN, MY HEIRS, ADMINISTRATORS, AND EXECUTORS, HEREBY RELEASE AND HOLD HARMLESS AND COVENANT NOT TO FILE SUIT AGAINST KOMEN, THE GREATER KANSAS CITY AFFILIATE OF THE SUSAN G. KOMEN BREAST CANCER FOUNDATION, INC., DBA, GREATER KANSAS CITY AFFILIATE OF SUSAN G. KOMEN FOR THE CURE ("KOMEN"), THEIR AFFILIATES AND ANY AFFILIATED INDIVIDUALS, ANY EVENT SPONSORS AND THEIR AGENTS AND EMPLOYEES, AND ALL OTHER PERSONS OR ENTITIES ASSOCIATED WITH THIS EVENT (COLLECTIVELY, THE "RELEASEES") FOR ANY INJURY OR DAMAGES I OR MY MINOR CHILDREN ATTENDING THE EVENT MIGHT SUFFER IN CONNECTION WITH MY OR THEIR PARTICIPATION IN THIS EVENT OR WHILE ON THE EVENT PREMISES. THIS RELEASE APPLIES TO ANY AND ALL LOSS, LIABILITY, OR CLAIMS I, MY NEXT OF KIN, HEIRS, ADMINISTRATORS AND EXECUTORS MAY HAVE ARISING OUT OF MY OR MY MINOR CHILDREN'S PARTICIPATION IN THIS EVENT OR WHILE ON THE EVENT PREMISES, INCLUDING BUT NOT LIMITED TO, PERSONAL INJURY OR DAMAGE SUFFERED BY ME OR OTHERS, WHETHER SUCH LOSSES, LIABILITIES, OR CLAIMS BE CAUSED BY FALLS, CONTACT WITH AND/OR THE ACTIONS OF OTHER PARTICIPANTS, CONTACT WITH FIXED OR NON-FIXED OBJECTS, CONTACT WITH ANIMALS, CONDITIONS OF THE EVENT PREMISES, NEGLIGENCE OF THE RELEASEES, RISKS NOT KNOWN TO ME OR NOT REASONABLY FORESEEABLE AT THIS TIME, OR OTHERWISE.

I understand that I have given up substantial rights by signing this Release, and have signed it freely and voluntarily without any inducement, assurance or guarantee being made to me and intend my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.

QUESTIONS

- 1) Can a Team member register at one of the late registration sites the week prior to the race?
No. Team members must join your team online by July 25, 2010, 6:00 p.m. C.S.T.
OR the Team Captain must have each Team member complete a signed paper registration form and mail all forms by July 16 to:
Attn: Komen Kansas City Race for the Cure®
c/o Hermes Sports & Events
1624 St. Clair Avenue, Cleveland, OH 44114 (FedEx or UPS recommended)

How can Team members register after the team deadline?

Anyone who misses the team registration deadlines may register as an individual online, by mail, or at one of the Late registration sites the week prior to the race (please visit www.komenkansascity.org for locations, dates, and times). These people may still walk or run with your team, but will not be counted as an official team member for award consideration.

- 2) What are important Team dates to remember?
- | | |
|-----------|--|
| April 24 | Team Captain Breakfast, Ameristar Casino (limited registration). |
| May 3 | Online registration opens. |
| July 16 | Last day to complete <u>paper</u> Team registrations. |
| July 25 | Last day to complete <u>online</u> Team registrations. |
| August 3 | Team t-shirt and packet pick up – Ameristar Casino, 10:00 – 7:00. |
| August 3 | Team t-shirt contest deadline – to Komen office or Ameristar Casino. |
| August 8 | Annual Komen Kansas City Race for the Cure®. |
| August 16 | Fundraising/Pledges Deadline. |
- 3) I want to set up a Paid Corporate Team but am not sure how I should get started.
Contact us at teams@komenkansascity.org or look online under Race Info, Paid Corporate Teams for more information regarding this registration option.
- 4) What are the registration fees for team members?
Registration fees for team members are \$25 for adults and \$10 for children 12 and under. There will be an additional \$5 charge if you would like to participate in the competitive 5K run and receive a timing chip.
- 5) Where should we park? . . . What about maps? . . . Etc.
The answers to these and many other questions can be found on the website under Race Day.
- 6) What if I have difficulty using the online system?
For registration issues, please contact:
Nick Swingos at nswingos@hermesccleveland.com or (888) 470 6374
You can also contact the Komen Kansas City Affiliate office at:
teams@komenkansascity.org or 816.842.4444.

QUESTIONS

- 7) What is the minimum team size?
Teams must have at least ten (10) members.
- 8) How should teams register?
Online: It is easier for you, your team members, and us. Online registration also allows each team member to establish a personalized online fundraising page, set a goal, and start helping to end breast cancer forever. You may register offline too.
- 9) Do I need a team password?
No. An optional team password line appears on the online entry form, if you would like to require your team members to use it. A password is not required.
- 10) Can you guarantee my team shirt sizes?
We do our best to order sufficient t-shirts in a variety of sizes. Despite our best efforts, sometimes we do run out of certain sizes. This is one of the reasons we strongly recommend participation as a team member. The team shirts are sorted and distributed first.
- 11) When and where should I pick up my team packet?
Tuesday, August 3rd from 10:00 am- 7:00 pm at Ameristar Casino, 3200 Ameristar Drive, Kansas City, MO 64161. Teams of 75 or more will receive free delivery of teams materials, delivered July 29-30.
- 12) Must all team members participate in the same event?
No, each team member may choose to participate in any of the four events (Competitive 5K Run (\$5 additional charge for timing chip), 5K Run, 5K Walk, or 1-Mile Walk).
- 13) What if I change my mind and decide to walk instead of run or vice versa?
Once registered, if you change your mind, please contact nswingos@hermesccleveland.com. Please list your name, team name, and what category you would like to be registered in. You and your team members may participate in whichever event you wish.
- 14) Does it matter who gets which race bib?
Yes. Bibs will be labeled by name and show that you have registered and are permitted to participate in the Race. Survivors get pink bibs, general participants get white bibs and chip-timed runners get blue bibs along with their chip. If any of your team members are chip timed they will need their specific bib number.
- 15) Do I or my Team Members need timing chips and will they be included in the packets?
If you would like to be timed officially, you will need to request a timing chip and pay the additional \$5 fee when registering. The chip will then be included in your packet.

YOUR TEAM

ENTRY CATEGORIES AND FEES

A Team consists of 10 or more individuals registered under one Team name. Team members do not need to participate in the same event or category on Race Day. Some run, some walk, some sleep in....their choice.

Race Participant (either the 5K run, walk or 1 mile Family Fun walk)

\$25 fee

Participant receives Race T-shirt and bib

Survivor

\$25 fee

Participant receives a Race T-shirt, survivor T-shirt, and survivor race bib

Survivor shirt gives admission to the Survivor Pavilion.

Sleep in for the Cure®

\$25 fee

Participant receives a Race T-shirt

This program allows supporters to participate without actually being present on Race day.

In The Pink®

For your \$75 IN THE PINK® Registration you receive one Race registration, a T-shirt and special gift! Your gift will be just the thing to make you feel IN THE PINK®! (\$25 of your fee is tax-deductible)

Kids for the Cure®

\$10 fee

Participants 12 and under will receive a special Kids for the Cure® bib and access to the Kids for the Cure® area before and after the Race for games and special activities.

Timing Chip

\$5 fee

INSTRUCTIONS FOR TEAM CAPTAINS TO ACCESS YOUR TEAM CENTER

1. visit www.komenkansascity.org
2. go to 'Komen Race for the Cure' on the pink tool bar, in the drop down menu select 'participant center'
3. You will be asked for your username and password. (Your username and password should be in your confirmation email. If you have forgotten your password, visit the participant center and click on 'request password'.)
4. Your PARTICIPANT CENTER is where you can manage your registration, set fundraising goals and track your progress. You can visit your participant center any time by logging in using the Username and Password you were provided or created during registration.
5. As a Team Captain, you will be able to manage your team webpage and view and download team rosters/reports from your participant center.

FUNDRAISING IDEAS

TIPS & IDEAS

Here are some of the creative ideas that your fellow team captains have created. For a full list of the 101 fundraising ideas visit: <http://www.komenkansascity.org/assets/race-documents/101-fundraising-ideas.pdf>

Jeans/Casual Day

For a donation of \$5 or more, employees dress casually on a designated day. Or, sell a year's worth of Jeans Day privileges for \$100, or one month for \$25.

Team Spirit Day

For a donation of \$5 or more, employees wear a jersey, t-shirt, sweatshirt, or cap of their favorite sports team.

Collection of "Extra Change"

Near the cash register in the cafeteria.

Drawing for Gift Certificates, Tickets, OR Prime Parking Space at the Office

For a Race donation, people can enter to win a door prize drawing.

Used CD/Book Sale

Your trash, their treasures. Great for recycling, and it helps end breast cancer.

Food/Beverage Sales

Cookies, donuts, bagels, popcorn, muffins, hot dogs, pizza, ice cream, smoothies, etc.

Car Wash

It is a great way to involve young volunteers.

Leader Shoe Shine

For or by the boss (coach, association president, etc.) for a Race donation.

Cook-Off

Charge an entry fee to a bake sale, chili cook off, etc., and cast your vote by making a donation eachdollar is a vote.

Golf Tournament, Putting Contest, or Longest Drive with a Marshmallow Contest

A sure solution for cabin fever.

Meeting or Workshop "Etiquette Rules"

Fine co-workers a \$1 donation to your team for arriving late, not turning off cell phones, having side conversations, improper language, etc. . . or make a donation TO misbehave.

Lunch with the Boss/ Pastor/ Rabbi/Coach, etc.

Enter your organization's donors into a drawing for lunch with an admired leader.

Special Event

If you have a birthday or anniversary approaching, host a party and ask that guests make a donation to your team in lieu of gifts.

A Day of Silence for Your Team

Accept pledges to silence an "exuberant" colleague for a day.

* For all employer related activities please be sure to get employer approval prior to the activity.

SHARE YOUR STORY

One of the ways we build awareness and support for Komen Kansas City Race for the Cure is by telling stories of the courageous women and men in our community – survivors and co-survivors, families, teams, racers, walkers, caregivers, organizations, sponsors, etc. Your story, or that of someone on your team, could help make the difference in someone else’s life. If you are willing to share your story, please let us know. No stories will be shared with the media without permission.

You can also contact us by email at:
teams@komenkansascity.org

Or by mail at:
Komen Kansas City Race for the Cure®
1111 Main, Suite 450
Kansas City, MO 64105

May we share your story with the media (print, television, or radio?) YES NO

Contact Name _____

Team Affiliation (if applicable) _____

Email _____ Day Phone _____

City _____ County _____

My Story Idea:

FUNDRAISING FOR THE CURE (PLEDGES)

Participant/Fundraiser Name _____

Mailing address _____

City _____ State _____ Zip _____

Team Name (if applicable) _____

Day Phone _____ Evening Phone _____ Email address _____

Donor Name	Donor \$ TOTAL COMPANY MATCH	MATCHING \$ TOTAL
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____

Mail this form and all checks to:

Komen Kansas City RACE FOR THE CURE®, ATTN: Race Treasurer,
1111 Main, Suite 450, Kansas City, Missouri 64105

Pledge donations are tax deductible to the fullest extent of the law. The taxpayer ID of the Susan G. Komen Breast Cancer Foundation Greater Kansas City is 75-2844634. Receipts will be issued for individual contributions of \$250 or more, otherwise, a cancelled check serves as a receipt. To be eligible for fundraising prizes, pledge checks must be submitted with this form AND received by August 16, 2010. Please do not mail cash! Do not combine pledge money with Race entry fees. You may turn in donations at the Fundraising table at the registration site on Race day. **Donation Collectors, be sure to write your name on the bottom left corner of each collected check to ensure proper credit for your Fundraising total.**

SAVE LIVES AND END BREAST CANCER FOREVER