

TEAM CAPTAIN INFORMATION AND KEY DATES

Participating as a team offers you and your team members an opportunity to build upon your relationships and ties, and experience something extraordinary together – knowing that you are helping create a future without breast cancer!

What is a Team Captain?

Your role as a Team Captain is an important one – you will invite co-workers, family, and friends to join your team and encourage them along the way with their fundraising efforts. You will also share information from the Canadian Breast Cancer Foundation on the CIBC Run for the Cure leading up to and on Run day on **Sunday, October 2nd, 2016!**

Team Captain Key Responsibilities

- Recruit co-workers, family, and friends to join your team
- Choose a name for your team and register your team
- Co-ordinate team t-shirts (if applicable)

What is a Team?

Teams can be any size with any number of teammates, however teams that have 10 members or more are eligible for team t-shirts and team category awards. Teams can be local or multi-site* and belong to any of the team types:

- Friends & Family
- Corporate
- School
- Women's
- Post Secondary

*A multi-site team is a team who registers in two (2) or more locations and participates under the same Team name. (i.e. members participate in Winnipeg and members participate in Toronto)

2016 KEY DATES TO REMEMBER!

August 13th

50 Days to the Run

August 15th – 22nd

Paint Canada Pink Week

September 16th

Team T-shirt Deadline

Sept. 29th - Oct. 2nd

Team T-shirt Pick-up

*dates/times vary by site

September 30th

Fundraising Award Deadline

October 2nd

RUN DAY!

December 31st

2016 Tax Receipt Deadline

Why Start or Join a Team?

Team Building! Experience an extraordinary event with your family and friends, coworkers and personal networks! The CIBC Run for the Cure is an opportunity to deepen relationships, knowing that together you are making a positive impact in your community toward a future without breast cancer.

Fundraise Together! Get creative and have fun in your fundraising and participation together as a team. Gather your teammates together and organize a fundraiser.

Grow your Network! Recruit through your organization or personal networks to join your team and help fundraise.

Awards! Eligibility for a team category award with top teams in each category awarded at every location on event day. Additionally, you can collect Fundraising [Rewards](#) for your personal fundraising.

Support your local Community! Help spread the word about the CIBC Run for the Cure in your community and see how the funds raised directly impact breast cancer awareness, research and education!

Train for a Goal Together! Running or walking 1km or 5km's isn't always easy. Plan a training schedule for you and your teammates – it's a great way to stay motivated!

REGISTERING

How do I register my team?

The easiest way to register for the CIBC Run for the Cure is to visit www.cibcrunforthecure.com and collect donations via the website. Additionally, you can visit any CIBC branch to complete or drop off an offline registration form. Please note, when creating a Team online you will automatically be designated the Team Captain.

How can someone join my team?

As a team captain you must choose the option to create a team and you will automatically be registered as a participant.

- a. Team members register online

Encourage your team members to register themselves online instead of having you register them. Team members who go through the online registration process are more likely to use their Fundraising Centre to fundraise.

- Individuals can visit the CIBC [Run for the Cure website](#)
- Click on the "Register" button
- Click on the location of the team you wish to join. Once you do this you will be prompted to either "Join a Team" or participate as an individual. Team members can select your team by entering the team name in the search field and choosing it

**Note: If a participant has already registered as an individual but would like to join a team, they can contact Donor Services at 1-800-387-9816, ext. 264 or email connect@cbcf.org to request that the change be made.*

b. Team members register offline

We encourage your team members to register online. Offline registration requires that the team member submit their completed Participation Form to the Team Captain in order for the Captain to bring forms to in-person registration events. If you have team members who want to register offline, the process is:

- Have your team members visit the CIBC Run for the Cure website and print a Participation Form **or** visit any CIBC branch to pick one up (as directed above).
- Have your team member complete and sign the forms (ensure your team name and captain information is completed fully).
- Have your team member deposit funds for the \$40 minimum self-donation or any offline fundraising to CIBC in advance and get a copy of their bank stamped form.
- The Team Captain should collect all offline Participation Forms to bring to Team T-shirt Deadline to be eligible for team t-shirts (information below) or submit them at event day registration.

What is Online and Offline Fundraising?

There are different ways you can fundraise for the CIBC Run for the Cure; online (using your computer, tablet or smart phone) or offline (submitting paper forms).

Your Team may be made up of offline and online participants. Here are some helpful tips on how to support them and important dates to remember!

1. **ONLINE FUNDRAISER**

You are considered an online fundraiser if you register for the CIBC Run for the Cure using the www.cibcrunforthecure.com website and collect donations via the website.

- a. Remember, the most efficient way to solicit donations is online. The website allows you to email potential donors, providing them with a secure link to your Personal Fundraising page!!!
- b. Encourage your team to send out emails using their Fundraising Centre to their friends/family/ colleagues inviting them to make a donation or invite people to join the Team!
- c. Donors donate online to you, your team members or the general team by using their credit card. They are then issued an e-tax receipt within 48 hours. **Easy!**
- d. Team members that surpass \$150 (\$60 for Youth) are automatically eligible for a t-shirt. Encourage fundraising so you can all wear your team t-shirt with pride!
- e. Communicate to your team members that any donations that you receive in cash or cheque can be deposited into your own bank account and put online using your own credit card. Ensure you enter your donors' names and email addresses and they will receive a tax receipt within 48 hours.
- f. Funds raised (i.e. cash/ cheques) from a team fundraising event can be put on your team's fundraising Page:
 - From the main www.runforthechcure.com webpage, make an online donation to yourself or your team using your personal credit card;
 - i. List the donor's name as the name of your event i.e. Bake Sale, Car Wash or Fundraiser
 - ii. Put the funds collected from the event on your credit card

Ensure you are **not** logged into your Fundraising Centre while making the donation online

2. OFFLINE FUNDRAISER

You are considered an offline fundraiser if you do NOT use the website to register or collect donations, rather, you manually complete and submit hard copy Participation and/or Donation Form(s).

- a. Team members will register offline by collecting their Participation Form from a:
 - i. Local CIBC branch
 - ii. Printing from the CIBC Run for the Cure site location page
 - They are responsible for returning to the CIBC branch with their form and self donation (cash or cheque only)
 - CIBC receives the donation, stamps your form and returns form to the participant
 - Submit bank-stamped Participation Form during T-shirt Pick-up OR on Run day
- b. Funds raised from a Team Fundraising Event can be collected and deposited offline:
 - Complete a Donation Form, listing the Donor under the name of your Fundraising event (i.e. Bake Sale or Yard Sale)
 - Bring Donation form with funds (cash or cheques) to CIBC:
 - i. CIBC receives your donations, stamps your form and returns it to you

ii. You submit your bank-stamped form during T-shirt Pick Up or Run day

Key Takeaway information for Team Captains:

- Participants should keep a personal copy of all offline donation forms submitted during T-shirt Pick-up or on Run day
- CIBC only accepts cash or cheques and will not process credit card donations
- All offline credit card participation self-donations and donations are processed after Run day
- Online donors with a valid email address will receive an e-tax receipt within 48 hours. Please be sure to ask your donors to check their junk/spam email folders if they do not receive a tax receipt
- Offline donors will receive a tax receipt by the end of February 2017
- Combined online and offline donations must equal \$150 or more to be eligible for a t-shirt
- **Additional funds raised after Run day** – Visit a CIBC branch (same as process above) and mail bank stamped forms to the address at the bottom of the Donation Form. Please be sure to keep a copy of the bank stamped form before mailing

TOOLS AND RESOURCES

TEAM CAPTAIN E-NEWSLETTER: Team Captains will receive ongoing communications directly from the Canadian Breast Cancer Foundation by email in the form of Team Captain E-Newsletters that can be shared with team members. Be sure to check your SPAM folder!

SITE PAGES: Specific information for your location can be found in the Event Location page of the CIBC [Run for the Cure website](#). Additionally, contact information for your local volunteer **Team Fundraising Coordinator** can be found at this location.

DONOR SERVICES: The Canadian Breast Cancer Foundation Donor Services department can answer questions relating to tax receipts and the registration processes at 1-800-387-6773 ext. 264 or connect@cbcf.org.

TEAM CAPTAINS FAQ'S

May I continue to collect donations after the Team T-Shirt deadline?

Yes! Please keep collecting donations to create a future without breast cancer. There are a few deadlines to keep in mind:

- **Friday, September 30, 2016:** Donations deposited and bank stamped at CIBC before midnight will be included in your team's fundraising total towards the team awards on Run Day.
- **December 31th, 2016:** Donations deposited before midnight will be issued a tax receipt for the 2016 tax year.

Can a donation be made to a team rather than an individual?

Donors can give to an entire team rather than an individual participant by donating on your Team Fundraising Page.

How does a donor contribute to a team?

- Visit the CIBC [Run for the Cure website](#) and click on the 'Donate' tab, then choose 'Donate to a Participant'
- The following page will provide an option to search for a participant or search for a team. Click on team and complete the details in the fields required
- Follow the step-by-step instructions to make a donation to the team

Where do I send any outstanding forms after Run day?

Mail all forms to the address below (which can also be found on the bottom of the Donation Forms). Please do not mail cash. Deposit all cash or cheques at a CIBC branch prior to mailing bank-stamped forms. Keep copies of your bank stamped forms prior to mailing. Please mail only; couriers are not accepted at this address.

Canadian Breast Cancer Foundation
Box 829, Station K
Toronto, ON
M4P 2H2

TEAM T-SHIRTS

How does my team qualify to receive t-shirts with our team name?

Team t-shirts are participant t-shirts with your team name printed along the back. To be eligible for team t-shirts, your team must have at least 10 (ten) members that have made a minimum self donation of \$40 or raised \$150 by the team t-shirt deadline of **Friday, September 16th 2016**. Or, the average amount fundraised by each team member by the team t-shirt deadline must be a minimum of \$150.

Proof of fundraising and/or payment must be provided by the Team T-Shirt Deadline if donations and the minimum self-donation have been collected offline*. Only the team members who have met the criteria will receive printed t-shirts and those that complete registration after the deadline will receive a regular t-shirt.

** See above notes on Online and Offline Fundraising for information on how to deposit offline donations.*

Note: All forms must be submitted by the Team Captain at the Team T-Shirt Deadline event by **Friday, September 16th** to be included in your team t-shirt order.

When do I pick up my team t-shirts?

Team T-shirt Pick Up events will be organized by your local site for a set period between September 29th – October 2nd, 2016. Local dates and locations will be listed on your Location page on the CIBC [Run for the Cure website](#) in early September.

How do I organize team t-shirts if I am on a Multi-Site Team?

The responsibility of organizing and coordinating team t-shirts belongs to the multi-site coordinator for each team. They are required to organize their local members in order to meet the Team T-Shirt Deadline. As with regular teams, multi-site teams must meet the minimum requirements listed previously (including registered in two or more locations). For more information, please contact Niyousha Nejatpour at nejatpour@cbcf.org.

What are the awards for the top fundraising team in each category?

Friday, September 30, 2016: Donations deposited and bank stamped at CIBC before midnight will be included in your team's fundraising total towards the team awards on Run day.

Teams that raise the most in fundraising at each Run site in their respective category are recognized on Run day and receive one of the following awards:

- Corporate Spirit Award
- Friends and Family Team Challenge Award
- School Team Challenge Award
- Women's Team Challenge Award
- PSC Top Team Award

Thank you for helping to create a future without breast cancer!

CBCF invests these dollars in the most promising breast cancer research that is leading the way in prevention, diagnosis and treatment and care, as well as funding Canada's leading breast cancer patient support network, which works to improve the quality of life and the emotional support needed for those affected by this disease.