



## TEAM CAPTAIN INFORMATION

**FEBRUARY 10, 2018**

**2018 Goal - \$100,000**

(Inclement weather date 2/17)

**\*The walk will start at the Horizon Convention Center in 2018\***

Each dollar you raise helps to keep hope alive and provide support for the many services the Mission provides to the homeless and desperate in our community.

### TEAM CAPTAIN RESPONSIBILITY

#### WHY RECRUIT A TEAM?

- Participating in this event is a great way for co-workers, friends, neighbors and organizations to pull together as a unit with a goal of *building hope for a better tomorrow* for some of the neediest in our community.

#### WHAT A TEAM CAPTAIN NEEDS TO KNOW...

- Register the team at [www.walkformunciemission.com](http://www.walkformunciemission.com)
- Mission business office will assign a team number to be used to mark all cash and check donations.**
- Encourage all team members to register as members of the team using team name. The website will make it easy and fun to create a team goal and communicate via social media.
- If your sponsor(s) would like a receipt for their '**cash' donation of \$25 or more**, it is each walker's responsibility to complete the cash sponsor receipt form found in the 'forms' link. Muncie Mission is prohibited by law from preparing cash receipts without the donor present.
- Cash donations of less than \$25 will not be receipted.**
- Donations of \$5.00 or more by charge card can be handled via the website, a tax receipt will be provided with your confirmation via your email address

#### SETTING TEAM GOALS TO HELP THE MISSION

- What is it you want to accomplish? Win a Golden Sneaker?...Top your 2016 total?... Feed a resident for one year (about \$2,200)? Set your team fundraising goal via the website and decide what you will need to do to accomplish this goal.

#### Golden Sneaker Awards

- Top Attendance - 2017 winner: Muncie Central National Honor Society
  - To qualify - all team members must be present & sitting in their assigned section by 9a.m. for head count. No exceptions!
- Top Fundraising - 2017 winner: Mary's Merry Marchers
  - To qualify - all funds must be turned in by Feb. 10, 9a.m. No exceptions!

## Team Certificate of Accomplishment

- All teams that raise \$1,000 or more will receive special recognition and a Certificate of Accomplishment. *To be recognized at the event funds must be turned into the business office at Muncie Mission, 1725 S. Liberty St. by 4:30 p.m., 2/8/17.* See Early Bird Benefits below.

## EARLY-BIRD ENTRY BENEFITS—Feb 8, 4:30PM

- You and your team will not have to stand in a long registration line!
- You or a team member could win 1 of 2 \$50 gift cards (Meijer or iTunes)
- You and your team members will receive a special item(s), while supply lasts
- All teams raising \$1,000 or more will receive special recognition the day of the walk and a Certificate of Accomplishment.
- All donations and team member names must be turned into Muncie Mission business office, 1725 S. Liberty St., by 4:30 p.m., 2/9/17. No exceptions.

## HANDLING THE CONTRIBUTIONS

- It is helpful to have the team captain collect all contributions, with forms, from team members prior to registration the morning of the walk. **Be sure to mark with team number.**
- Team name along with team member names and collected donation amounts, should appear on all team member forms/brochures that are being turned in. **Be sure to mark with team number.**
- **All checks should be made out to Muncie Mission.**

## THE DAY OF THE WALK (FEBRUARY 10, 2018)

- 8-9:00 a.m. - Team captains should turn in funds, if you haven't already, or if you have collected additional funds, at the registration area. **Be sure to have all donations marked with your team number!**
- 9:00 a.m. - Opening ceremony
- Following opening ceremony, the walk from the Fieldhouse to the Mission facility begins.

## OTHER USEFUL INFORMATION

- Parking for the event: Parking is available behind/west of the Horizon Convention Center on our surface lot or to the south of the building in the parking garage.
- Return transportation to the Horizon Convention Center only will be provided free of charge courtesy of MITS buses.
- Complementary refreshments will be available prior to the walk and at the conclusion.