



TEAM CAPTAIN INFORMATION

FEBRUARY 9, 2019

2019 Goal - \$100,000

(Inclement weather date 2/16)

The walk will start at the Muncie Central Practice Gym

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
- 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 2018 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 - 2018 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 - 2018 winner: Mary's Merry Marchers
 - To qualify - all funds must be turned in by Feb. 9, 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., 2/7/19.* See Early Bird Benefits below.

EARLY-BIRD ENTRY BENEFITS—Feb 7, 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 Amazon) Team member names must be turned into Muncie Mission business office, 1725 S. Liberty St., by 4:30 p.m., 2/7/19. No exceptions.
- All teams raising \$1,000 or more by Feb 7, 4:30 PM will receive special recognition the day of the walk and a Certificate of Accomplishment.

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 19, 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 Central High School to the Mission facility begins.

OTHER USEFUL INFORMATION

- Parking for the event is available at Central high School parking lots.
- Return transportation to Central High School will be provided free of charge courtesy of MITS buses.
- Complementary refreshments will be available prior to the walk and at the conclusion.