



**AUTISM
EVANSVILLE**
inspiring autism spectrum families

Team Registration Procedures for Team Captains 2018 Walk for Autism & 5K

Saturday, April 28, 2017
Warrick County 4H Center
133 E. Degonia Rd., Boonville Indiana
9:00 AM-Noon

1. Each team will have a designated Team Captain. This person is responsible for registration procedures, donation collections, and packet pickup for their team. Register your team at <https://runsignup.com/Race/IN/Boonville/AutismEvansvilleWalk5K> and assist team members who will walk and/or run at the event in registering online.
2. Provide each team member who is walking or running with a sponsor form for collecting pledges from those who won't be attending the event. Donations can be made by cash or check. Checks should be made payable to Autism Evansville.
3. All donations collected in cash or check are to be turned in to the Team Captain, or made online through the registration website. *There are no provisions for paper registrations. Walk-in registration on the day of the event increases the registration fee by \$5 each.* All other registrations are to be entered online.
4. As with all registrants, team members registering after April 20th are not guaranteed a t-shirt.
5. Early packet pickup at Academy Sports and Outdoors, 6700 Columbia St, Evansville, IN 47715 on Friday, April 27th from 10-2 and 4-7. Please let us know if you are picking up for your whole team so we can be prepared!
6. Donations received by Team Captains should be turned in on the day of the event at the Team Captain table and recorded on the Donation Form – available separately
7. Incentive prizes for collecting donations over \$2,000 will be distributed the week after the event.

We want to thank every Team Captain who is helping us this year.
Your dedication to fundraising for this event means we can continue to serve those in our community affected by ASD with support, treatments and care!

Call Colleen York at 812-202-9405 or email director@autismevansville.org with questions.



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Our 2018 Fundraising Goal

\$60,000

2018 Important Dates to Remember

February 5: Team Captain meeting at Oaklyn Library, Evansville. Turn in donations to date. Support other Team Captains with ideas to help support everyone's fundraising efforts and learn how to create your team and fundraising website.

April 27: Early packet pickup at Academy Sports and Outdoors, 6700 Columbia St, Evansville, IN 47715 on Friday, April 7th from 10-2 and 4-7

April 28: 2018 Autism Evansville Walk & 5K! Setup from 6-8AM at the Warrick Co. 4H Center (contact Colleen director@autismevansville.org if you want to volunteer).

Walk-in registration opens at 8:00

5K Race 9:00

Kids Dash 10:00

One Mile Walk 10:30

Team Captain incentive prize for those raising \$2,000 or more by April 1st will be delivered the week after the event.



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What the 2018 Walk & 5K Funds

FREE Family Fun Activities throughout the year at CMOE,
Walther's Golf n Fun, and Plaza Park School

11 Parent/Caregiver Support Group Meetings

8 Vouchers worth \$500 each for products or services not covered
by insurance for families with a child who has ASD

Outreach at local community events – spreading education and
awareness of autism spectrum disorder to people of all ages

Spreading community information through social media and
website regarding autism-friendly events and educational
opportunities for ASD families

Someone to talk to when an ASD family is
looking for information by telephone, email or social media

Development of new programs to serve the autism community



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2018 Team Captain Incentives

Please note: *Incentives are based on donations only, and does not include the price team members pay for event registration*

- Full refund of your event registration (\$25) when your online team donations reach \$250
 - Attend February 5th meeting = \$10 gift card
- Raise \$2,000 by April 1 = (TBD by parent advisors)

Top Team Acknowledgement

(trophies)

Biggest Team

Most Creative Apparel

(We are planning on showcasing teams and their apparel this year)

Most Money Raised



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2018 Team Captain Responsibilities

Register

- Register your team online
- Customize your team page to tell your personal autism story
- Use photos on your fundraising website

Promote

- Send your fundraising link via Email
- Post your link on Facebook, Snapchat, & Twitter
- Encourage early registration...people will always wait until the last minute!
- Do you have a newsletter or bulletin board you can use through your company or religious organization?

Manage

- Record your team member and donation information
- Help your team members register online – this saves resources!
- Stay involved---tell everyone you know that you're a team captain, and ask them to help.

Fundraise

- Bake Sales
- Donation Jars
- Garage Sales
- Sell your own custom team t-shirts



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Team Member Donations Tally Form

Team Name: _____ Team Captain: _____

Team Member Name	Amount	Date
1)	\$	
2)	\$	
3)	\$	
4)	\$	
5)	\$	
6)	\$	
7)	\$	
8)	\$	
9)	\$	
10)	\$	
11)	\$	
12)	\$	
13)	\$	
14)	\$	
15)	\$	
16)	\$	
17)	\$	
18)	\$	
19)	\$	
20)	\$	
21)	\$	
22)	\$	
23)	\$	
24)	\$	
25)	\$	
26)	\$	
TOTAL	\$	

NOTES