



**AUTISM  
EVANSVILLE**  
*inspiring autism spectrum families*

## Team Registration Procedures for Team Captains 2017 Walk for Autism & 5K

Saturday, April 8, 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. Please make sure each team member who is attending the event is registered by Sunday, March 5<sup>th</sup> (we need this time to print shirts before you pick them up at Team Packet Pickup on March 14<sup>th</sup>). You can help team members with this by emailing a link of the registration page, and sending reminders via email and your social media accounts.
4. All donations collected (from people unable to attend the event) are to be turned in to the Team Captain, or made online through the registration website. *There are no provisions for paper registrations except for late registration on the day of the event, and this increases the registration fee by \$5 each.* All other registrations are to be entered online.
5. Team members registering after March 31<sup>st</sup> are not guaranteed a t-shirt. Team members who register after March 5<sup>th</sup> may pick up their own packets at early packet pickup on April 7<sup>th</sup> or at the registration tables on the day of the event.
6. Any other donations received by Team Captains after March 14<sup>th</sup> can be turned in on the day of the event at the Team Captain table.
7. Due to order processing times, Team Captain incentive prizes are based on the total collected and turned in by your team by March 14<sup>th</sup>. Incentive prizes will be distributed at the event at the Team Captain table.

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](mailto:director@autismevansville.org) with questions.



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# Our 2017 Fundraising Goal

# \$60,000

# 2017 Important Dates to Remember

**October:** Launch of the Autism Evansville 2017 Walk & 5K website at:

<https://runsignup.com/Race/IN/Boonville/AutismEvansvilleWalk5K>

**October 25:** First Team Captain informational meeting and training 6:30PM at Newburgh Central Library (off Bell Rd. - Emerald Room). Race Director Chris Hubbard will demonstrate the Team Captain role on the Run Signup website.

**January 17:** Team Captain meeting at Newburgh Central Library (off Bell Rd. – Diamond Room). Turn in donations to date. Support other Team Captains with ideas to help support everyone’s fundraising efforts!

**March 5:** Last day for early registration for team members (in time for packet pickup on March 14).

**March 14:** Team Packet Pickup 6:30PM at Newburgh Central Library (off Bell Rd. – Emerald Room). Turn in remaining donations. All other donations can be turned in at the event, but will not count toward incentive prizes. Team member registrations and donations will count toward Top Team Acknowledgement.

**April 7:** Early packet pickup. Location TBA.

**April 8: 2017 Autism Evansville Walk & 5K!** Setup from 6-8AM at the Warrick Co. 4H Center. Late registration opens at 8:00. 5K Race 9:00. Kids Dash 10:00. One Mile Walk 10:30. Team Captain incentive prize pickup.



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# What the 2017 Walk & 5K Funds

4 Family Fun Nights

11 Parent/Caregiver Support Group Meetings

8 Vouchers worth \$500 for products or services for families with a child who has ASD

Presentations to help the community better understand those with autism spectrum disorder

Outreach at local community events for all families in the community

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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# 2017 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 (\$20) when your online team donations reach \$250
- Attend the October 25 training = AE car decal (white)
- Sign up your team online by November 29 = TBD\*
  - Attend January 17 meeting = TBD\*
  - Raise \$2,000 by March 1 = TBD\*

Top Team Acknowledgement  
(trophies)

Biggest Team  
Most Creative Apparel  
Most Money Raised

**\*We want your input! What incentives would mean the most to you?**



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# 2017 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?
- Take advantage of Giving Tuesday (November 29<sup>th</sup>)

## 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



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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