

# **Team Captain Kit**

**4th Annual**

**Rollin' Along the River**



**AccessAbility  
Incorporated**

**Walk & Roll-A-Thon**

**Saturday, June 9, 2012  
North Mississippi Regional Park  
9:00a.m. Start**



### This packet contains:

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## **AccessAbility Inc.'s results are immediate, long term, life changing.**

AccessAbility Inc. is a 501(c)(3) nonprofit organization in Northeast Minneapolis that provides jobs, job training and job placement for individuals with serious life challenges. Our programs also focus on socialization and community participation for individuals with physical, psychological, educational and language barriers.

AccessAbility Inc. also provides work force solutions to a variety of companies who outsource short and long term projects such as assembly, packaging, mailing services, document imaging, document destruction and contract manufacturing.

This is the 4th Annual AccessAbility, Inc. Walk & Roll-A-Thon. It is because of you and your willingness to be a leader in this event that we know this will be one of our *most successful* walks!

Your team will become the heart of this event's success. Corporations, families, and other organizational teams will become a symbol of support for all the programs that AccessAbility, Inc. offers to our community.

Each team member will make a difference by asking their colleagues, friends, family, and acquaintances to sponsor them with a donation to this event.

Team captains and co-captains are the volunteer leaders who promote excitement amongst their team and assist team members in meeting their fundraising goals. As a team captain for "Rollin Along the River", you will assist AccessAbility, Inc. in increasing our abilities to support the expanding needs for services we provide to our consumers.

## **Rollin' Along the River.....**

By forming a team, as an individual walker, or being a member of a team and walking, you will have the opportunity to say you were a part of AccessAbility, Inc.'s first ever Walk & Roll-A-Thon. You can also take pride in knowing you have:

- Enhanced the lives of individuals with Developmental Disabilities and other individuals with barriers to employment.
- As a corporation, provided an opportunity to share your name with the surrounding community.
- Provided business to business marketing opportunities.
- Promoted employee morale through a team building event.
- Assisted in supporting the expanding needs for services provided to the consumers of AccessAbility, Inc.



## **As Team Captain.....**

As the Team Captain, you will be responsible for recruiting a co-captain and team members. A recommended team size is at 4 or more people. Your team can be as large as you would like, but a co-captain for each ten members is recommended.

As Captain, you will also be responsible for assisting your team members with registration and setting fundraising goals.

As the Team Captain, you will be essential in generating the energy and excitement that will radiate throughout your team.

## **As Co-Captain.....**

As the Team Co-Captain, you will be responsible for working closely with the captain and other team members.

As the Co-Captain, you will assist the captain with recruiting members, registering your team members, and assisting in setting up fundraising goals.

## **As a Team Member.....**

Anyone can be a Team Member-friends, family members, and business associates. As a Team Member you agree to participate in the walk whether it is walking the day of, recruiting other team members to walk, and/or raising funds for your team. As a Team Member, you are encouraged to raise at least \$100.00.

# Guidelines for Team Captains and Co-Captains

As Team Captain and Co-Captain, you are the identified leaders of your team, the "go to" persons when an answer needs to be "gotten", the "we can do it" spirit of the group. And how do you go about accomplishing all of that? The following is a list of tips that will help you through the process.

1. Try to recruit at least 3 friends, family members, and business associates to participate as part of your team.
2. Register your team by May 25, 2012. All forms and needed information can be found on our web site at [www.accessability.org/walk](http://www.accessability.org/walk)
3. Set your individual and team fundraising goals. Try to surpass your goal. *Awards will be given to the top three teams that raise the most money.*
4. Plan a team meeting or kick-off event to get your team members excited about the event. (It is amazing how the offer of snacks will get people to a meeting!). Ensure you have all contact information for each team member. Include the request for e-mail addresses as this may be the easiest and fastest way to reach everyone at a given time. (It is good to ask for a return to e-mail to ensure each person has received and read yours.)
5. Maintain communication with your team members. Ensure you are available to answer any questions. Check in with them to see how they are doing on their fundraising goals.
6. Have available all "day of" event information including extra walk and parking maps.
7. Set a team meeting point at the park for the day of the event. Tell your team members exactly where to meet and at what time.
8. Create a team banner that you may carry when you walk. If walking in honor or memory of someone, include their name on the banner.
9. Tell your teammates you will collect all their pledges the day of the event when you give them their t-shirt.
10. Ask for help. For questions or for further information, please feel free to contact Amy Jones at (612) 331-5958 or by e-mail at [ajones@accessability.org](mailto:ajones@accessability.org) .
11. And most importantly, HAVE FUN!!!!

## Fundraising Tips and Ideas for Teams

1. Write a personal letter requesting donations for the walk, make it personal. The more you share your personal experience the more the reader will relate to you. Don't underestimate who you can send your letter to; include extended family, coworkers, friends, corporations with whom you have an affiliation, and churches.
2. Ask your team members to look into if their employers have a matching gift program. If they do, ask them to inquire if their employers will match what they raise.
3. Create a friendly rivalry with another team. Meet with the team captain of that team and set a friendly team wager on whose team can raise the most.
4. If your team is a corporate team, devise some incentives for your team such as casual day at the office, a reserved parking spot, or a one time lunch if the team goal is met. Get creative.
5. Organize a fundraising activity such as a bake sale, Pizza Sales Kits, candy sales, or a car wash (to name a few). All proceeds from these events can go towards the event.
6. Challenge each of your team members to raise \$100.00. How hard is it to individually raise \$100.00? Look how easy it can be:

### **RAISING \$100.00 IN EIGHT EASY STEPS**

- \* Put in your own \$10.00.
- \* Ask your significant other for \$15.00.
- \* Ask your boss for \$15.00.
- \* Ask a coworker for \$10.00.
- \* Ask a friend for \$15.00.
- \* Ask your neighbor for \$10.00.
- \* Ask a relative for \$15.00.
- \* Ask another friend for \$10.00.

And you now have raise \$100.00 in 8 easy steps!!!

Get creative. There are many ways to raise money for this event. Challenge yourself. Awards will be given to the top three teams who raise the most money.

# Walk Planning Information

The following is a recommended timeline for successful planning for your team.

## **FEBRUARY – APRIL 2012**

- Register your team
- Set your team goals
- Begin recruiting other team members (use phone calls, e-mail, and letters)
- Inquire about company matching gifts

## **MARCH – APRIL 2012**

- Hold a team kick-off meeting (make it a party!)
  - Continue to recruit team members
- Inform your team that money will be collected from them the day of the event.
- E-mail your team with important event updates and information.
  - Begin collecting donations.

## **APRIL – MAY 2012**

- Host a team fundraiser (bake sale, garage sale, etc.)
- Continue with weekly e-mails to team members about updates, etc.
  - Be sure all team members are registered by May 25<sup>th</sup>.

## **May 31 – June 8, 2012**

- Be sure you have all the walk details (map, times, location, etc.)
- Let team members know where to meet and what time for the day of.

## **June 9, 2012**

### **TODAY IS THE DAY!!!**

- Meet your team at the designated meeting location.
  - Turn in all money.
  - Have a team photo taken.
- Enjoy the day and celebrate what a difference you have each made in the lives of the people served by AccessAbility, Inc.

## **AFTER THE WALK**

- Turn in any other money that may have come in that day.
  - Congratulate and thank your team members.

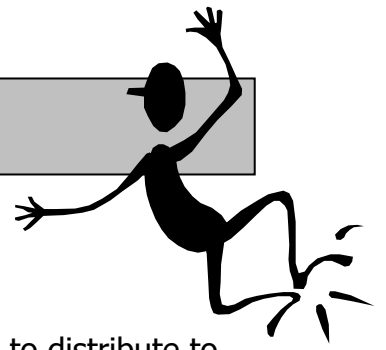
## Frequently Asked Questions

1. Where is the money raised going?
  - The money raised will go towards assisting to support the expanding needs for services provided to the consumers of AccessAbility, Inc.
  
2. Do I have to join a team?
  - No. You can walk independently. If you choose to join a team, you will be sharing the experience with a larger group of people.
  
3. How do I recruit team members?
  - Begin by talking with your family, friends, and coworkers. Ask them if they are interested in being a part of this wonderful event. Ask each of them if they know one person who would also be interested in participating. Before you know it, your team has grown.
  
4. Do I have to get pledges?
  - You do not have to raise pledges. If you choose not to raise pledges, a \$15.00 donation is suggested. You will receive a t-shirt just for participating in the walk if you register by May 25th. Because this event is a fundraiser for AccessAbility, Inc., getting pledges will assist in advancing AccessAbility, Inc. towards their goal of supporting its' expanding needs.
  
5. How do I gather pledges?
  - Checks and cash are the payment options. Each donor should add their pledge information on your Pledge Form. All donations are tax deductible. You, as the team captain, will receive an envelope the morning of the walk. This envelope will be for you to gather all your teams' pledges. This envelope, when all pledges have been collected, will then be given to the staff at the registration table.

## Frequently Asked Questions, cont.

6. What happens in the event of bad weather?
  - Rain will not dampen our spirits. The walk will be held rain or shine. Please watch the weather forecast and advise your team members to dress for the weather (rain jackets if needed, etc.). There is a pavilion which will help in the case of rain.
  
7. What is a walk waiver and why is it required?
  - In the unlikely and unforeseen event that an injury occurs to an individual while participating in the event, the walk waiver will help protect you, AccessAbility, Inc., sponsors, and anyone else connected with the event from being held responsible for any type of liability that may occur. Each participant needs to complete a waiver before participating.
  
8. Are dogs allowed?
  - Dogs are allowed but must remain on a leash at all times. You must also clean up after your dog.

# Day of Walk Event Schedule



## **9:00a.m. :** Registration

Team captains will register team and receive t-shirts to distribute to team members. All team pledges will be collected and turned in.

## **9:30a.m.:** Opening Ceremony

Honorary Grand Marshall will welcome walkers and rollers, recognize sponsors and top fundraisers.

## **10:00a.m.:** Walk & Roll-A-Thon

- Water will be provided
- Food provided by Jimmy Johns
- Face Painting
- Balloon Animal Artist
- Team Pictures

\*\*The walking path (as seen on page 12) is approximately 1.5 miles, with the entire walk totaling 3 miles. There are areas in which you can turn around and walk a shorter distance.\*\*



# Pledge Form

## Rollin' Along the River 4th Annual AccessAbility, Inc. Walk & Roll-A-Thon June 9, 2012

Name: \_\_\_\_\_ Team Name: \_\_\_\_\_

Dear Potential Sponsor,  
I am participating in the AccessAbility, Inc. Walk & Roll-A-Thon. All proceeds will go towards assisting to support the expanding needs for services provided to the consumers of AccessAbility, Inc. Please consider sponsoring me. Please complete the information below. Checks can be made payable to AccessAbility, Inc. All contributions are tax-deductible.  
Thank you!

Name/Address or E-mail address	Pledge Amount	Amount Collected	Business Name/ Matching Pledge Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Please turn in this form with all collected money to your team captain  
the day of the event.

# REGISTRATION FORM

For additional copies of this form go to [www.accessability.org/walk](http://www.accessability.org/walk)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Are you participating as:

an individual

part of a team

Team Name: \_\_\_\_\_

Are you a team captain? Yes No

My goal to raise is: \$ \_\_\_\_\_

Adult or Child T-Shirt Size (circle one):

Child S M L    Adult S M L XL XXL 3-XL

I \_\_\_\_\_, for myself, my heirs and executors, in the consideration of any participation in the Rollin' Along the River Walk & Roll-A-Thon, hereby release and hold harmless AccessAbility, inc., municipalities, sponsors and their directors, officers, employees, volunteers, or agents collectively called the Event Group, from any and all claims for damages or injuries which I may suffer in connection with the Event. I give my consent for the Event Group to use my name, likeness, voice, photos, recordings, or videos taken or any others publicity including me in the Event.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**I can't walk this year. Please accept my donation.**

Register by May 25, 2012 to be eligible for a T-shirt.

AccessAbility, Inc.  
Attn: Walk-A-Thon Registration  
360 Hoover St. NE  
Minneapolis, MN 55413

# Team Captain Roster Form

Rollin' Along the River  
 4th Annual AccessAbility, Inc. Walk & Roll-A-Thon  
 June 9, 2012

Team Captain Name: \_\_\_\_\_

Team Name: \_\_\_\_\_

## Team Member Information

Name/Address	Phone Number	E-mail Address	Amount Collected
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			



**Team Captains:** Please complete this form, listing each of your team members with name, address, phone number, e-mail address, and the amount they collected from their sponsors. This form will help you in obtaining all necessary information so you can maintain communication with your team members.

**Please also submit a copy of this form by May 25, 2012 to:**  
**AccessAbility, Inc.**  
**Attn: Walk-A-Thon Registration**  
**360 Hoover St. NE**  
**Minneapolis, MN 55413**

# North Mississippi Regional Park



## Directions:

North Mississippi Regional Park is located along the west bank of the Mississippi River at 49<sup>th</sup> Avenue and I-94 in Brooklyn Center and Minneapolis.

**From the South:** Exit I-94 West at 49<sup>th</sup> Avenue, go straight at the stop sign and take the first right into the park.

**From the North:** Exit I-94 East at 53<sup>rd</sup> Avenue, proceed south along the frontage road (Lyndale), turn left at 49<sup>th</sup> Avenue and proceed to park.