



## childserve Run 4 the Kids Team Captain Instructions

Thank you for becoming a Run 4 the Kids Team Captain!

These instructions are provided to assist you in coordinating your team. If you have any questions during the process, please call ChildServe at 515-727-8750. Check out our Web site for more information, printable forms, and to register – [www.childserve.org](http://www.childserve.org).

1. Teams should register using the Team Registration Form. Every team member must also complete a Registration Form or register online at [www.childserve.org](http://www.childserve.org) or [www.active.com](http://www.active.com). Each team member should designate their team name or team captain on their individual registration form. Team Registration Forms and paper individual registration forms should be sent directly to ChildServe, PO Box 707, Johnston, IA 50131.

2. Team T-shirts: All registered participants will receive the official Run t-shirt (while quantities last). Many teams choose to have a distinctive team t-shirt. Team t-shirts are the responsibility of the team's sponsoring organization, if applicable, and team captains.

3. Deadlines: Teams and individuals may register at any time until 8:30 on race day, though the registration fees vary according to date:

By April 20	\$20
April 21 - May 1	\$25
Day of Race	\$30

There is no additional fee or discount for individuals to join a team, nor is there a team registration fee.

4. Don't forget to distribute pledge forms to your team members to collect pledges. Each team member will turn in this pledge form and all money collected at packet pick-up. Funds collected after the race are welcome, but will not be able to be counted in the team totals.

5. Payments: Payments (registration fees or donations) can be made using check or money order, payable to ChildServe. Registration fees may be paid by credit card at [www.childserve.org](http://www.childserve.org) until April 30 or at [www.active.com](http://www.active.com) until April 27 (active.com charges an additional processing fee to use their service).

6. Packet Pick-Up: All of the packets for your team will be available at ChildServe. Team members will each be responsible for picking up their own packet and turning in any donations they have collected.

Friday, May 1	4:30 - 6:30pm
Saturday, May 2	7:30 - 8:30am
Location:	ChildServe 5406 Merle Hay Road, Johnston

If you have any questions, please do not hesitate to call us. Your assistance in forming a team is an important part of supporting the mission of ChildServe and ensuring a successful Run 4 the Kids.

Thank you!