



## 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 details about our great pledge prizes – [www.childserve.org](http://www.childserve.org).

1. Teams should register using the Team Registration Form (page 2 of this document ). Every team member must also complete a Registration Form (page 3 of this document). Each team member should designate their team name or team captain on their individual registration form. Team Registration Forms and individual registration forms should be sent directly to ChildServe, PO Box 707, Johnston, IA 50131.

2. Team T-shirts: All 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 21	\$20
After April 21	\$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 (page 4 of this document) to your team members to collect pledges. Each team member will turn in this pledge form and all money collected at packet pick-up. Virtual runners not attending on race day may mail their pledges to ChildServe, P.O. Box 707, Johnston, IA 50131. Funds collected after the race are welcome, but will not be able to be counted in the team totals or toward donation prizes.

5. Payments: Payments (registration fees or donations) can be made using check or money order, payable to ChildServe.

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 2	3:30 - 6:30pm
Saturday, May 3	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!