

Relay For Life, Roles of Team Captains (Guidelines on Team Participation)

Issued on May 26, 09

1. To give your team a name and make a registration (please add your name to the mailing list).
2. To attend a team captain meeting.
3. To fully understand the purpose and meaning of the Relay For Life, and what the collected contributions have been and will be used for.
4. To invite people to make a 10~15-member team.
5. To provide your team members with a knowledge about the Relay For Life.
6. To ask your members to invite their close survivors for participating in the event.
7. To understand what is required by the RFL execution committee.
8. To have a team meeting to discuss what you can do as a team (collecting contributions, enlightenment, volunteer or event activities, etc.).
9. To collect contributions by exchanging ideas between members.
10. To explain your members the meaning of the Luminarie and that they have a role to collect Luminarie donations.
11. To provide your members with the related materials.
12. To submit the member list and pay a registration fee as early as possible (please inform us of the number of the survivors belonging to your team).
13. To obtain various information via captain meetings or mailing list in order to interact with other participants.
14. To stay in close contact with each member.
15. To explain the roles of the day as a team and make preparations.
16. To decide the roles of individual member.
17. To clearly inform your members what they should bring to the site on the day or precautions (please create a flag with a team name written on it).
18. To bring together the collected contributions and submit them to the execution committee including the ones collected on the day.
19. To ask the survivors belonging to your team to participate in the activities provided by our survivorship section on the day.
20. To decide the walking order of the members and pay attention to whether your members are having adequate hydration and a sufficient break as well as to cleanliness inside and around your team tent.

**After all, the most important thing is to
'Enjoy Yourself' while leading your team members!**

