



Comer Kids' Classic 5K Run, Walk, & Kids' Dash

Official Team Captain Guide

Race Day Details

When: Sunday, October 18, 2009

Distance: 5K Run / Walk (3.1 miles)

Start Time: 10:00am

Location: Hyde Park - University of Chicago Laboratory Schools - 58th Street between Kimbark and Kenwood Avenues

Registration Fees: \$30 in Advance

Deadline: Teams should register by October 10th

Pledges

Teams are encouraged to raise pledges! Prizes will be awarded to the teams that raise the most funds. Money raised will support various programs at the University of Chicago Comer Children's Hospital.

Registration

Teams are encouraged to register online at Active.com. To connect to Active.com or to download a paper registration form visit www.uchicagokidshospital.org/race. When registering each team member should include your team name.

How to Form a Team? - It is Easy!

STEP 1 – Choose your team – Decide if you want to form an OPEN TEAM with participants from your family, friends, school, non-profit organization, etc. or a CORPORATE TEAM with your co-workers from your place of employment. All teams must have 3 people to be considered an Official Team. **Don't forget to ask your company if they have a Matching Program!**

STEP 2 – Choose a team name – Team participants must indicate the team's name when registering for the race either online at Active.com or through the registration form.

STEP 3 – Register your team. Complete the enclosed "Register Your Team Form" and send it in.

STEP 4 – Fundraise – Set a team fundraising goal and try to achieve it!

STEP 5 – Walk / Run and Have Fun!!

TEAM AWARDS – Awards will be given to Official Teams in three categories for both University of Chicago and external teams. Awards are **Most Money Raised – Largest Team – Most Team Spirit!**



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Register Your Team

(To be completed by the Team Captain)

Deadline – This form must be completed and sent to:

University of Chicago
Attn: Jodi Rosen
Medical Center Development
1170 E. 58th Street
Chicago, IL 60637

The Register Your Team form should be sent no later than October 10th. If the form is not sent by October 10th it can be submitted during registration on race day.

Questions – Contact Jeanne Century at (773) 702-2276 or by e-mail at jcentury@uchicago.edu

PLEASE PRINT OR TYPE

Team Captain _____

Team Name _____

Please check which type of team you are registering:

- OPEN TEAM (Family, Friends, School, Non-Profit Organization, etc.)
- EXTERNAL CORPORATE TEAM – Outside of University of Chicago
- INTERNAL CORPORATE TEAM – Employees of the University of Chicago or University of Chicago Hospitals

Team Captain Mailing Address _____

City _____ State _____ Zip Code _____

Work Phone _____ Home Phone _____

E-Mail _____



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Individual Team Member Fundraising Sheet

(Should be turned in on race day through your Team Captain)

Each team member should use this sheet to track his / her pledges. When accepting pledges team members can accept cash or check. Checks should be written out to "Comer Kids' Classic". If necessary, additional sheets may be used.

All pledge sheets and cash / checks should be given to the team's Captain by race day. The team's Captain will submit pledges on the day of the race during registration.

Team Name _____ **Team Captain** _____

Team Member's Name _____

Phone Number _____ **E-Mail** _____

<u>PLEDGER'S NAME / ORGANIZATION</u>	<u>PHONE</u>	<u>AMOUNT</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total Team Member Amount Fundraised \$ _____



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Team Fundraising Sheet

(Should be submitted by the Team Captain on race day during registration along with Individual Fundraising Sheets and cash / checks)

The Team Captain should use this sheet to sum up the team's total pledges. The team's Captain will submit the Team Fundraising sheet along with the Individual Team Member Fundraising sheets on the day of the race during registration.

Team Name _____ **Team Captain** _____

Phone Number _____ **E-Mail** _____

Team Member

AMOUNT

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Team Amount Fundraised \$ _____