



Amador STARS
Cancer Support, Transportation
& Resource Services



Mailing: P.O. Box 208 • Jackson, CA 95642 • Office: 60D Ridge Road • Sutter Creek, CA 95685
209-267-1246 • www.amadorstars.org

Team Captain - Things You Need To Know!

- **Sponsorship for a team is \$150**, payable to Amador STARS. Once your sponsorship has been paid, you will become an official team. Sponsorship should be paid by July 31st.
- **You are team number _____**. Your team number is very important. All team donations must be identified with their team number in order to get team credit. Please stress this point with all your team members!
- **We are offering quick and easy online registration** at amadorstars.org/register.html
Please encourage your team members to register online! Individual team members (*including captains and co-captains*) must register online or fill out a **Team Member Registration Form** (green sheet) by July 31 to order event t-shirts. Captains can collect these forms from team members and turn them in together if preferred.
- We suggest that you ask team members to raise a minimum of \$100 each for the team effort. Team members who turn in at least \$100 by July 31 will receive a free event t-shirt.
- Set a team goal and plan fundraisers (car wash, bake sale, bingo, etc.). **Illumination candle orders** can also go toward team fundraising, but they must be identified with your team number in order to get team credit.
- Teams can participate in the **Quarter Challenge** by collecting quarters. Tell your team members to bring all their quarters to the event, then collect the quarters and turn them in at the event. There will be a contest to see who collects the most quarters!
- Donations are collected before the event. They can be turned in any time by team members or captains. **Deposit forms** (yellow) are included in each team member packet.
- **Please be sure you or a co-captain attends each captain's meeting**. We will distribute team materials and answer questions at these meetings. The meeting schedule is on the next page.
- **Communicate with your team!** Keep them informed about the event.
- All forms are available online at www.amadorstars.org, at the STARS office, and at team captain meetings. Collection and pre-addressed envelopes are also available.
- **If you'd like to know who donates to your team, ask your friends to send donations directly to you, not to the STARS office.**



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Schedule of Important Dates

Date	What's Happening
Wednesday June 20	Captain's Meeting: 5:30 pm Hotel Sutter Banquet Room, Main St. Sutter Creek. \$5 suggested donation for appetizers. Cash bar.
Monday July 31	Deadline to register-<u>remind your team members</u> to complete their registration if they want an event t-shirt and plan to raise at least \$100! Also survivor & youth chaperone registration deadline.
Friday September 7	T-shirt distribution during event setup. Teams set up team area.
Saturday September 8	Band Against Cancer at Italian Picnic Grounds in Sutter Creek. Opening Ceremony 11am.
Tuesday September 18	Band Against Cancer Wrap Up Meeting & Celebration: 5:00 pm at the STARS office

Explanation of the Forms!

In the Captain's Packet:

- **Team Roster** is included in your captain's packet. It is for your convenience to track information about your team. Do not turn this form in.
- **Youth Chaperone Form** is required if you are forming a team consisting of children (18 years old or younger). There must be one chaperone (25 years or older) for every 8 youth team members. **This form is not required for parents/guardians attending with their own children.**



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In the Team Member's Packet:

- **Individual Team Member Registration Form** (green sheet). Individuals can use this form to register or register online at amadorstars.org/register.html

Registrations must be received by the STARS office by July 31. One team member per form, please! Captains and co-captains must register also!
- **Donation Forms** (yellow) are included in each team member packet. The **deposit form** should be included **each time** donations are turned into STARS to ensure that your team is credited with earned donations. The **donation receipt** form can be given to donors upon request. There are also **credit card donation instructions** if needed.
- **Sample Donation Letter** is included in each team member packet to help explain what STARS and Band Against Cancer are all about. Team members can send this letter to potential donors and use it to solicit donations.
- **Illumination Candle Order Form** is included in each team member packet. Candles can also be purchased online at amadorstars.org/luminary.html

Additional forms are available at www.amadorstars.org, at the STARS office, and throughout the community.

- **Survivor Celebration Invitation & Registration Form** is included in each team member packet. New this year, survivors can register online at amadorstars.org/survivor.html

Additional forms are available at www.amadorstars.org or at the STARS office.

- **BBQ Dinner/Sip & Taste Flyer** – New this year, we will offer Sip & Taste with the STARS from 2 to 5pm, featuring local wines & brews & a keepsake logo wine glass. Tickets are \$20 per person (must be 21 or older). Following that at 5:30pm, we'll once again serve up an old-fashioned BBQ dinner featuring tri-tip, chicken, salad, bread, pasta & dessert. There will also be a live auction. Tickets are \$40 each. We are offering a discounted "combo ticket" for \$55 for both events (must be 21 or older). Limited number of tickets available -- purchase online at amadorstars.org
- **Yard Sale Flyer** – Amador STARS will again hold its huge yard sale on Friday August 31 (8am-4pm) at a new location at State Farm Insurance next to Mel's Diner in Jackson. We are accepting donations from Monday, August 27 through Thursday, August 30 from 8am to 5pm. If you can spare a few hours to help at the event, please contact us. Yard sale hours: Friday, August 31 from 8am to 4pm.

Feel free to copy any enclosed materials. If you need additional copies of anything, go to www.amadorstars.org or stop by the STARS office.