



*21<sup>st</sup> Annual*  
**HEART AND SOLE WALK FOR THE  
ANIMALS**

**Team Captain Packet**

**Date; Sunday, June 6, 2010  
Glen Park, Portsmouth**

**So, you want to be a Team Captain? We need you and the animals  
Thank You!**

A team is a group of 2 or more participants who register under a common team name. Any company, family, group of friends, club, community organization, school or faith group can form a team. And, you can host your own special event to raise money for your team – car washes, birthday parties, wine tastings, and more – use this opportunity to educate attendees about our cause.

**Team Captain Responsibilities**

**Pre-Walk**

- Recruit team members
- Give your Team an official name
- Register your Team using our EASY & FREE online registration and fundraising site - visit [www.firstgiving.com/potterwalk](http://www.firstgiving.com/potterwalk).
- Your team members can join your team by registering as a member of your team on [www.firstgiving.com/potterwalk](http://www.firstgiving.com/potterwalk). They will need the name of the team to do this.
- Establish a team goal and a personal goal for each team member.

- Encourage your team members to register online and create their own fundraising web page as a part of your team. They can then email that page to their friends and family to solicit their support. All funds raised will be credited to the individual and team they have joined.
- Share the tips for raising top dog dollars!
- Inquire about corporate employer matches within your team
- Verify all paper registration forms – if any- must be complete, signed and turned in by June 1.
- Keep in touch with your team members to see how they are doing and communicate information about the Walk to your team.
- Host rally sessions to continually recruit and motivate members of your team.
- Tally up your total raised for your team, on and off line, bring in all paper sponsor sheets by June 4, with dollars raised to expedite check-in at the walk. You can continue to fundraise – this will just make it easier to check-in on event day.

If you do not choose to use the online tool and would like to register your team offline please contact Susan at the Potter League at 846-0592 x125 to register your team. **Individual registration forms are required for each member of the team and can be downloaded from our website or provided by the development office.**

**Special Note:** Online Fundraising - all online credit card transactions are processed electronically on our safe and secure website and come directly to the Potter League. Electronic personalized thank you notes and receipts are emailed to the donor at the close of the online transaction. If you collect cash donations also, advise team members to use the Sponsor Sheet to collect cash and check only, and turn in all money for your team by June 4 to the Walk Event Office. All donors names and addresses should be noted on the Sponsor Sheet so they can receive a thank you from the Potter League.

## Why Form A Team?

*You'll help homeless animals, have fun together contributing to a cause, and the more money you raise, the more prizes your team members will receive: (this is an example only. some prize options may be updated by 4/1/10)*

- \$75 Limited Edition Walk Tee Shirt (\$75 for kids)
- \$250 Tee Shirt and Hat

- \$500 Tee Shirt, Hat and Canvas Tote Bag
- \$750 Tee Shirt, Hat, Custom Canvas Tote and Critter Glitter Jewelry
- \$1000 Tee Shirt, Hat, Custom Canvas Tote, Critter Glitter Jewelry and Fleece Vest/Sweatshirt

Everyone on the team who individually raises money towards the team goal will qualify for the prizes above – and the team will be in the running for the grand prize – This year the winning team will receive a 6x9 Paver with their own team inscription to be placed on the outside patio at the Potter League and Award Medals

**In addition,**

- Team Photos are taken at the Walk
- Opportunity to win more prizes - all Team members who raise a minimum of \$200 will be entered into the raffle!
- Top team photo will be hosted on Potter League website for 30 days following event.

**Who can be a Team member sponsor?**

Anyone who is willing to support a Team members by donating any amount - \$5, \$25, \$50 or \$100 to help the animals: hairdressers, employers, co-workers, veterinarian, family members, friends, neighbors, groomer, business associate, you name it!

**All money collected goes directly to the animals, the Shelter and its programs AND donations are TAX DEDUCTIBLE.**

**Tell your team members to let their sponsors know that their donations will help us to:**

- Care for the thousands of animals that pass through our door each year
- Spay and neuter all animals adopted from the shelter, so that we can fight the pet overpopulation problem
- Educate children in schools and adults about the kindness and respect towards all animals.
- Address problems of animal cruelty and neglect in our community.
- Send teams of volunteers and their Pet Therapy animals to comfort people in nursing homes, hospitals, and other care facilities
- Improve relationships between people and their companion animals through obedience training

Website: [www.potterleague.org](http://www.potterleague.org)

Contact: Susan at [SusanR@potterleague.org](mailto:SusanR@potterleague.org)

Online Registration & Fundraising Site: [www.firstgiving.com/potterwalk](http://www.firstgiving.com/potterwalk)

Questions? Susan @ 401-846-0592x125 or [SusanR@PotterLeague.org](mailto:SusanR@PotterLeague.org)