

UW Indoor Relay for Life Team Mentor Sheet

Team Name: _____
 Captain #1 Name: _____ Captain #2 Name: _____
 Phone: _____ Phone: _____
 Email: _____ Email: _____

Kick Off Reminder Call		Deadline 1/11/05
Date Completed	<ul style="list-style-type: none"> • Have they sent in their RSVP • Encourage them to bring their team members and other potential captains • Make sure they send a team representative if they can not attend 	Notes:
Post Kick Off Follow-Up Call		Deadline 2/1/2005
Date Completed	<p>For teams that attended the kick-off:</p> <ul style="list-style-type: none"> • Thank them for attending kick-off • Are there any questions that were not answered at the kick-off • Have they begun recruiting their team? If so, have they distributed materials to their team members? • What fundraising activities have they planned? • Remind them of the registration deadline March 29th <p>For teams that could not attend the kick-off:</p> <ul style="list-style-type: none"> • Set up a time to meet with them to explain the materials, deadlines and team captains meetings. Meeting date _____ 	Notes:
Team Captain Meeting Reminder Call		Deadline 2/9/05
Date Completed	<ul style="list-style-type: none"> • Encourage them to attend the meeting. • Do they need help or clarification with anything? • How are their fundraising activities going? 	Notes:
Registration Reminder Call		Deadline 3/9/05
Date Completed	<ul style="list-style-type: none"> • For team captain's that have not turned in their registration form/roster: • Remind them of the registration deadline – when can they have it in by? • Discuss fundraising activities • Mentors should check with the registration chair to see which of their captain's have turned in their registration form. 	Notes:
Bank Night Reminder Call		Deadline 4/12/05
Date Completed	<ul style="list-style-type: none"> • Review process of collecting team member funds to be turned in at bank night. • Encourage teams to continue fundraising • Continue inviting survivors – invite them to your campsite! 	Notes:
Day of Event Welcoming		Deadline 4/23/05
Date Completed	<ul style="list-style-type: none"> • Welcome the teams to the event • Visit their campsite • Thank them for all they've done • Congratulate them on their efforts • Have they turned in their incentive forms? If not, they need to be in before the end of the event. 	Notes:
Post Event Wrap-Up and Thank-You		Deadline 4/30/05
Date Completed	<ul style="list-style-type: none"> • Remind them of the wrap-up meeting – they can pick up the incentives for their team. • Give them the ACS office address where they can send additional donations they may receive. • Encourage them to save the date for next year's event and begin thinking about team plans. • Thank them again!!!! 	Notes: