



# Participant Instructions

## INDIVIDUAL

- Register for the event online (services provided by Activegiving.org), download a form at [www.episcopalcharities.org](http://www.episcopalcharities.org), or get a registration form from your Team Leader.
- Prepare to collect the fundraising requirement. Set a fundraising goal for yourself and let donors know how much you plan to raise. See the “How to Ask” worksheet for fundraising tips or visit our website at [www.episcopalcharities.org](http://www.episcopalcharities.org).
- Collect all donations **BEFORE** the event and be sure to indicate on your donation form if you received cash or check and the amount you received in on line donations, if needed. **Episcopal Charities WILL NOT bill your donors. Make checks payable to Episcopal Charities.**
- Bring your donations with you when you check in on event day. If you are part of a team, please submit your form and donations to your team leader.

## TEAM

- Designate a team leader.
- Visit [www.episcopalcharities.org](http://www.episcopalcharities.org) for registration forms and fundraising materials for your Team or contact us to have them mailed or faxed to you. Teams can also register on line!
- Invite your family and friends to join you!
- Be sure that each team member follows the guidelines under *Individual Participant Instructions*.
- Collect all team members’ donation forms and donations in a single envelope and drop them off at the registration table. Please be sure to attach each participant’s donations to their own donation form and include a Team Summary Form in the envelope.

## TEAM FAQ’S

### What is a team?

A team represents any number of participants who would like to identify themselves as part of a group. Teams of 12 or more will have 25% of their donations returned for their own outreach efforts. Benefiting organization must have current 501c(3) status.



**What is a Team Leader?**

A Team Leader is the person responsible for making sure that each team member has registered for the event, and that each member has collected or paid the fundraising requirement. The Team Leader is also responsible for collecting all donation forms and donations in a single envelope to turn in on event day.

**Do all team members need to check in on the morning of the event?**

NO. Only Team Leaders are required to check in. Once all donation forms and donations are collected in a single envelope, the Team Leader makes a quick drop-off at the registration table. Please be sure to attach each participant's donations to their own donation form and include a Team Summary Form in the envelope.

**What is a Team Summary Form?**

You can get a copy of the Team Summary Form in this packet, from our website at [www.episcopalcharities.org](http://www.episcopalcharities.org) or contact us to have one mailed or faxed to you. This form provides a summary of all of your team members as well as the total amount of donations they have collected. This form also helps us make sure that every member and every donation from your team gets counted.