



## **WHAT SIMPLE THINGS CAN YOU DO FOR THE RELAY FOR LIFE IN YOUR COMMUNITY?**

The American Cancer Society Relay For Life brings people together from all walks of life with the common goal of eliminating cancer. No matter who you are, there's a place for you at Relay. The more people we have involved the easier it becomes for everyone. We have many open roles and we need your talent. All talents and interests are welcome, so please join us today!

### **Team Recruitment**

- Work with others to recruit new teams and help them through to Relay to assure that they attend and are successful.

### **Merchandise**

- Decide what items to purchase for the gear store. Price and prepare items for sale. Set up gear store day of event and recruit volunteers to help man it during hours of operation. Looking for co-chair.

### **Silent Auction**

- Work with others to secure items for a Silent Auction day of event. Collect those items and prepare bid sheets. Set up auction on Sat. morning and secure volunteers to help man it during hours of operation. Close out auction and assure all monies are collected and items delivered to winning bidders.

### **T-shirts**

- Work with others to secure t-shirt orders from team captains, compile and submit order to ACS staff. When shirts come in, prepare them for distribution to teams.

### **Track Signs**

- Looking for someone to learn from current chair to become next year's committee chair. Collect track sign forms at team meetings, compile list of new signs and submit to sign dealer. Arrange for delivery of new signs to relay site. Bring from returning signs those that have renewed and stepstakes to set up on Fri. prior to Relay. Collect signs post event and store with step stakes. Keep inventory of signs.

### **Registration/Accounting**

- Help oversee the registration of participants and the tabulation of funds raised per individual/team. This is a great opportunity for bank tellers, accountants, etc.

### **Entertainment**

- Arrange entertainment for the event consisting of music, games, activities, etc. Need someone to mentor on this to take on chairing this next year.

### **Public Relations/Media**

- Coordinate marketing and media coverage for the event; before, during and after. Have a team member. Looking for someone to be the chair.

### **Sponsorship**

- Secure funding or underwriting donations from local companies and organizations.

### **Become a Team Captain**

- As a Team Captain, you are responsible for recruiting between 8 – 15 team members and making the connection between them and your local American Cancer Society office, you are the heart and soul of Relay For Life.

### **Other assistance needed**

- Need help with laying out campsites and collecting campsite info from team captains. Need help with parking – setting it up, working with volunteer recruitment for people to help Sat. morning, & Sat. prior to luminaria