

## **AMCP Foundation 5K for the Future**

### **Team Captain Packet**

**Thank you for taking the lead in helping the AMCP Foundation put the FUN in fundraising. As a leader, you serve in an important role for the AMCP Foundation 5K for the Future!**

### **A FEW THINGS TO REMEMBER**

- Minimum team size is 10 runners 30 days before race day.
- Communicate to your team members how to register. Important - Remind team mates to include your team name and your name as the team captain when registering in order to associate them with your team.
- Make a team member a Co-captain to help with communication and team duties as necessary.
- Plan to meet prior to the race near the start line (where the team check-in is posted).

### **INCENTIVES**

#### **Team Awards**

Team/Individual Awards will be given in the four categories as follows:

- **Team with Most Participants**  
This will be based on how many members are registered and paid on March 27, 2017.
- **Fastest Team & Individual**  
This will be awarded to the fastest Male, Female, and Coed team competing in the 5K Run/Walk. The 5 fastest chip times on your team will be recorded and averaged to determine the team winner.
- **Most Team Spirit**  
This will be awarded based on costumes, team name, t-shirts, props, enthusiasm, etc.

## RECRUIT

**The AMCP Foundation 5K Run/Walk is more fun with a group! The goal is to have fun supporting a great cause!**

**We have provided some resources to help you recruit team members.**

Here are some ways you get started recruiting: **(Sample letters have been provided below)**

Remember, registration fees are tax-deductible to the fullest extent of the law.

- Email your friends, family and coworkers letting them know you've created a team.
- Post information about the race to Facebook, Twitter and other social networking sites.
  - Add the AMCP Foundation 5K for the Future website link. (<http://run.amcpfoundation.org>)

## TEAM REGISTRATION

Each individual teammate must register for the 5K, and enter their team name in the field provided (or select their team name from the drop-down list).

## TEAM PACKET PICK-UP

Team race packets are available during registration hours on Tuesday, March 28<sup>th</sup>. You may pick up all packets for your team, or instruct individual teammates to pick up their packets during registration hours.

**Tuesday, March 27<sup>th</sup> from 7:00 am – 5:00 pm**

**Colorado Convention Center**

**700 14th Street**

**Denver, CO 80202**

Your packet will include a commemorative AMCP Foundation 5K for the Future shirt, a race bag, general instructions and a course map.

**Note:** As a team captain it is your responsibility to make sure your teammates sign and return the Participant Waiver by Tuesday, March 28<sup>th</sup>. This will be provided to you via email. Please return to Ebony Clay via email or fax, [eclay@amcp.org](mailto:eclay@amcp.org) or 703-684-2651. Waivers will be accepted during registration hours on Wednesday, March 28<sup>th</sup> and on race day.

**If you have any questions, please contact Ebony Clay, [eclay@amcp.org](mailto:eclay@amcp.org) or 703.684.2623.**

# SAMPLE EMAIL TEMPLATES

The following e-mail templates have been created to help you recruit team members.

## SAMPLE: RECRUIT TEAM MEMBERS

### *Join me at the AMCP Foundation Fourth Annual 5K for the Future!*

I registered for the fourth annual *AMCP Foundation 5K for the Future* and accepted the challenge to raise money to expand the Foundation's research and education efforts.

Please support me by becoming a member of my team! I am looking for my friends, family, co-workers, and colleagues to join me in supporting this very worthwhile cause. Becoming a team member is easy. All you need to do is visit [www.amcpmeetings.org](http://www.amcpmeetings.org), register for the 5k Run/Walk and select \_\_\_\_\_ (**ENTER YOUR TEAM**) as your team.

Registration is only \$40 and tax deductible to the fullest extent of the law. **NEW!** The AMCP Foundation now offers a sleep-in option for \$20. Proceeds will be used to support the AMCP Foundation's research and education programs.

Remember, every person can make a difference. It is up to you and me, along with our community to help the AMCP Foundation provide the keys to the future of managed care pharmacy — research and education.

**Please register today** and join me on Race Day, Wednesday, March 29<sup>th</sup>:

#### **Starting time:**

**6:30 am**

#### **Schedule**

**6:00 am – Check-in/On-site Registration**

**6:15 am – Opening Remarks**

**6:30 am – 5k Run/Walk begins**

# SAMPLE SOCIAL MEDIA TEMPLATE

The following social media templates have been created to help you recruit team members and solicit donations in support of your team.

## **SAMPLE:**

### **RECRUIT TEAM MEMBERS**

#### **LinkedIn, Facebook, etc.:**

I just registered as Team Captain for **(TEAM NAME)** in the fourth annual *AMCP Foundation 5K for the Future* on Wednesday, March 29<sup>th</sup>! I'm inviting everyone to join my team and take the challenge to raise money to expand the Foundation's research and education efforts. Becoming a team member is easy. All you need to do is visit [www.amcpmeetings.org](http://www.amcpmeetings.org), register for the 5k Run/Walk and select **(TEAM NAME)** as your team. Registration is only \$40 or \$20 for the new sleep-in option. Your contribution is tax-deductible to the fullest extent of the law.

#### **Twitter:**

Join my team **(#TEAM NAME)** fourth annual *#AMCPFdn 5K for the Future* on Wednesday, March 29!  
#AMCP2017