26th ANNUAL KOMEN DETROIT RACE FOR THE CURE®
Saturday, May 13, 2017- Comerica Park

TEAM CAPTAIN KIT

Local Presenting Sponsor

B A R B A R A A N N
Karmanos CANCER INSTITUTE
Wayne State University

5K Run * 5K Walk

THERE’S VICTORY IN EVERY STEP!
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This year is the 26th Annual Komen Detroit Race for the Cure. And YOU are a special part of this event! Whether you are a rookie or returning Team Captain, WELCOME! We are thrilled that you have been moved to action.

Komen Detroit Race for the Cure®

The Komen Detroit Race for the Cure® is proud to again partner with our local presenting sponsor, the Barbara Ann Karmanos Cancer Institute. We welcome the generous support of Karmanos and all of our sponsors.

But this Race is also supported by YOU. As a Team Captain, you support Komen’s mission with your talent, time and resources. The Komen Detroit team works year-round to improve the lives of women and men facing breast cancer in our community.

The Komen Detroit Race for the Cure® joins the Komen Affiliate Network—thousands of breast cancer survivors and activists around the globe as part of the world’s largest and most progressive grassroots network fighting breast cancer. Since its inception in 1992, the Komen Detroit Race for the Cure has raised and invested more than $29 million, funding local breast cancer screening, treatment and education programs and contributing to breast cancer research around the world. Seventy-five percent of net proceeds generated by the Komen Detroit Race for the Cure® stays in metro Detroit (Wayne, Oakland and Macomb Counties) helping our medically underserved neighbors, while the remaining 25 percent goes to the Susan G. Komen for the Cure Award and Research Grant Programs supporting research, awards and educational and scientific programs around the world.

To learn more about the 2016 Komen Detroit Race for the Cure® grantees click here or visit www.karmanoscancer.org/komendetroit.

2016 Race Recap

A crowd of 25,000 participated in the 2016 Komen Detroit Race for the Cure held in May at Detroit’s Chene Park. The Komen Detroit Race is a top tier Race event in Komen Race series and among 130 Races held around the world. The Karmanos Cancer Institute has been the local presenting sponsor of the Komen Detroit Race since it began in 1992. Over the last 25 years, the Komen Detroit Race had raised and invested more than $29 million to help end breast cancer. Seventy-five percent of the net proceeds raised help support local breast cancer programs and 25 percent funds national breast cancer research.

Globally, Susan G. Komen has invested more than $920 million in research and more than $2 billion in life-saving breast cancer community programs. To date, more than $27 million has been awarded to Michigan scientists to help advance innovative breast cancer research in Michigan.

Lila Lazarus was back again as our host during Opening Ceremony and WDIV’s Kim DeGiulio was host of the Closing Ceremony. From the Chene Park Amphitheater, with the inspiring backdrop of the Detroit River, the spirit of hope was everywhere. Known as one of the best days in the city of Detroit, the Race is a tradition for thousands of people of all ages and backgrounds. Through tears and smiles, hundreds of teams held their signs high, joining others who come together to celebrate and support breast cancer survivors and honor the memory of loved ones lost to breast cancer. Representatives from the Detroit Pistons, Detroit Tigers’ Wives, Ford Motor Company, Karmanos Cancer Institute and the All About Women’s Health Boutique sponsored the Team awards.

This year’s Honorary Chairs included Senator Debbie Stabenow, Senator Gary Peters and Ms. Colleen Peters, Representative Debbie Dingell and the Honorable John Dingell, Congressman John Conyers, Representative Brenda Lawrence and Mr. Mcarthur Lawrence, Governor Rick Snyder and First Lady Sue Snyder and Mayor Mike Duggan and Detroit’s First Lady Lori Maher.

Ours is a promise that changed the world. Our impact is huge. Still, the stakes are enormous — there’s no time to wait. Susan G. Komen Race for the Cure will continue to fight the fight until not one person dies of breast cancer, anywhere in the world.

To get more info about the 2016 results, click here or visit the Race website.
Together ... We WILL

Congratulations and Thank You!

You have generously taken on the task of leading your team in the 2017 Komen Detroit Race for the Cure®, locally presented by the Barbara Ann Karmanos Cancer Institute.

This kit will provide you with tools to create and manage your team.

New Team Captains
You might be unsure of what you’ve gotten yourself into. Let us assure you – it is something wonderful. Your impact will be profound – for you, your team members and the thousands of people touched by this disease. Your efforts will help provide screening, treatment, education and research to help end breast cancer forever. YOU WILL MAKE A DIFFERENCE IN COUNTLESS LIVES.

Start by doing what our returning Team Captains have done in the past: have fun! Learn about our great incentives. Thanks to generous sponsors, your team could win one or more of our team awards. You will be immensely proud on Race day. We are already proud of you.

Returning Team Captains
We are so happy and honored to welcome you back.

You and your team members have already been instrumental in the success of the Komen Detroit Race for the Cure®. We know you will be even more successful this year in team building, fundraising and making an impact on the world.

WE CAN’T THANK YOU ENOUGH FOR SHARING THE PROMISE.

A Note to ALL of our Team Captains
Our Teams Committee is made up of volunteers sharing more resources. Please contact us with any concerns, questions or ideas. We’re eager to help you get started, build your team, grow your fundraising efforts and be your support system.

On behalf of the Komen Detroit Planning Committee, Susan G. Komen for the Cure and the Karmanos Cancer Institute, our local presenting sponsor, thank you for being a Team Captain. Your dedication truly helps make the Race a success.

Every team – every team member – helps us get closer to our goal:

We WILL have a world without breast cancer

2017 Komen Detroit Race for the Cure® Staff and Team Program
WHAT—WHY—HOW
Why Become a Team?
TAKE A STAND ... MAKE AN IMPACT!

**Teamwork** – A team gives people an opportunity to volunteer their time, talent and dollars *together* to make a difference in our world · and have fun doing it!
Support community involvement. Take up the challenge of finding a cure by raising funds through the Friends for the Cure® program.

**Education** – As a team, you inspire others to learn about breast cancer and early detection, to encourage women to learn about their personal risk, to have yearly clinical exams and mammograms and to teach others about Komen and its mission – to end breast cancer forever.

**Awards** – Working together, you can accomplish great things. Make your fundraising goal reach even further. Strive to build the largest team possible, with every member raising funds. Our generous sponsors continue to award our teams for their achievement in 2017.

**Motivation** – Turn talk into action. Spread the word, asking people to donate, get screened and advocate for strong breast cancer public policy. Tell everyone you know about the urgency of this cause and about the many ways they can help.

After three decades of progress, we are much closer to our vision. But we are at risk of losing ground. It’s alarming that fewer than 50% of women age 40+ with insurance get an annual mammogram. Changes in access to healthcare could affect the number of women with few options for screening or quality cancer treatment. Programs that help women without insurance are threatened. Every 2 minutes one case of breast cancer is diagnosed in a woman in the U.S. Every 60 seconds, someone dies from the disease. We must respond with equal urgency.

This is simply unacceptable because we know early detection saves lives.

Join us. Take a Stand. Ask others to join you to *Make an Impact*. With your help, we will beat this disease that will claim more than 40,610 lives this year in the U.S.

We must act. We must encourage others to act -- with their feet, with their voices, and with their resources.

**THERE’S VICTORY IN EVERY STEP!**

**YOU have the power to make the difference!**

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**Team Captain Responsibilities**
What Is A Team?

A team is a group of 10 or more participants who register under a common team name and commit to raise funds (minimum of $100) to help end breast cancer forever. Any company, family, group of friends, club, community organization, school or faith group can form a team. Online Team registration (team name and team members) ends midnight April 25, 2017.

Your Responsibilities

- First, create your team (you must create/register your team online). Returning team captains must register a team for the current year. Team names are not guaranteed so the earlier you create the team, the better your chances are of keeping the same name. Find helpful step-by-step instructions in the Tips-Tools-Forms section of this kit.

- Next, register yourself as a team member. See Tips-Tools-Forms for Team Member Registration instructions.

- Then recruit people to join. All team members must be registered by midnight, April 25, 2017. Encourage online registration. It costs less and saves processing time.

- Remember, set a team fundraising goal. Teams must commit to raise at least $100. It is important to live up to your commitment. Team Captains are the number one reason members fundraise. Communicate Race information to your team – keep everyone motivated!

- Pick up Team Packets – Each Team Captain is responsible for picking up her/his team’s packets. Race t-shirt, race bibs, as well as additional materials (see page 6) will be included in each team members’ packet. Team packets must be picked up by the captain or a team representative on one of the following dates.

  - Early Bird Team Packet Pickup/Packup – Saturday, April 29, 2017
    Race Staff, Teams Committee members and volunteers will be on hand to coordinate and assist Captains who sign up to pack up team materials. Team Captains who participate will be able to get their team materials two weeks before the Race; and we provide light refreshments for everyone. More details about this event will be highlighted in your monthly newsletters.

  - Team Packet Pickup – Friday, May 5, 2017 (10 a.m. to 7 p.m.) Saturday, May 6, 2017 (10 a.m. to 2 p.m.)
    Walk in and get your team box all packed up and ready for you.

    All packets will be assembled and picked up at:
    Komen Detroit Race for the Cure Office
    24601 Northwestern Highway, Southfield 48075- on M10 South service drive

    NOTE: This is the only place you can pick up team packets.

What We Provide

- Participant Materials for your team members. We’ll have everything you’ll need for your team members when you come to Team Packup or Team Pickup. That includes official Race shirts and bibs (for all registrants 6 and older); pink Survivor shirts, and Race lapel pins for the survivors on your team; plus safety pins, fundraiser
forms and breast health information. Team members under the age of 6 will receive Race bibs (numbers) and safety pins only.

- **Team sign** for all official teams *(10 or more members and at least $100 in fundraising)* requesting one. Your team name is printed on 11 x 17 pink paper and mounted to a white plastic board. You can decorate your sign to make it uniquely yours. Pick up your sign with your team packet materials.

- **Team Captain Workshops** We’ll give new and veteran team captains an overview of the Race, answer questions, walk through the process, offer fundraising tips, etc. More details will be included in the monthly Team Captain Newsletters and you can also check the Race website.

- **Monthly newsletters** with updates, fundraising suggestions and sample communications. We want you to have a great time while working hard to make your team successful. To review past newsletters, log on to the Race website (*http://www.karmanoscancer.org/KomenDetroit/*) and click *Race for the Cure – teams*.

- **Assistance** is available for any questions, problems, etc. You’ll find our email address and phone number at the bottom of each page. We commit to return all emails and phone calls promptly.

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**SLEEP in for the Cure®**

If potential team members will be out of town or prefer to snooze on Race day, there’s no reason for them not to join your team! Anyone can support their team from out of town – or from the comfort of their bed. We even give them a “Do Not Disturb” hang card and a special “sn00ze” Race bib.

Sleep in for the Cure® team members will count toward the team total and their fundraising will add to your team’s fundraising total. Just like regular team members, they will receive a fundraising page when they register.

Team Captains will pick up the Sleep in participant Race shirts, Snooze bibs and Sleep In materials with the rest of the Team Packets.
Team Registration & Payment Options

**Online Registration – *(preferred and recommended!)*

Team creation and member registration deadline – **April 25, 2017** at Midnight EST.

1. Create your team online. Select Race for the Cure on the Race home page. Select Registration and click “Register Now”. Click on Team Captains – Create Your Team.

2. After your team is created, register yourself as a team member.

Online registration fees are $33 · adults (ages 18 – 64), $18 · youths (ages 6 – 17) and seniors (ages 65 and over) and free for children ages 5 and under*.

**EARLY BIRD SPECIAL PRICE – $28 FOR ADULTS THROUGH FEBRUARY 13, 2017**

*All Children 5 & under may participate in the Race for free, but they must be officially registered for the Race and a parent or guardian must sign the Race waiver. Children 5 & under will receive a Race bib (number) but not a Detroit Race for the Cure® t-shirt.

All fees are paid via credit card on our secure site.

**Online Registration “PAY LATER” Option**

Companies or organizations paying for their members’ registrations with one payment can set up a “Pay Later” option, eliminating the payment requirement at time of registration. Contact Brian Christy (christyb@karmanos.org) at the Komen Detroit office for more information about this option or call 248-304-2080.

**Manual / Paper Registration** *(submission deadline – **Wednesday, APRIL 19, 2017, 5 p.m.**)*

**NOTE:** Even if team members register by paper, you must register the team name online to prevent duplicates.

- Distribute registration forms to potential team members.
- Collect completed and signed forms with payment from team members.
- Manual registration forms (team roster recap and entry form) can be found in the **Forms** section.

**IMPORTANT: Manual / Paper registration costs MORE!**

Manual registration fees are $38 for adults (ages 18 – 64), $20 for youths (ages 6 – 17) and seniors (ages 65+) and free for children ages 5 and under.

**Manual Registration Payment Instructions**

- Make all checks payable to KARMANOS – KOMEN DETROIT

All forms and fees must be delivered or postmarked by **5:00 p.m. APRIL 19, 2017**.

<table>
<thead>
<tr>
<th>Deliver forms with payment, in 1 package to:</th>
<th>Mail completed forms and fees (no cash, please!) in 1 package to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karmanos Cancer Institute</td>
<td>Race for the Cure</td>
</tr>
<tr>
<td>Vaitkevicius “Vee” Center</td>
<td>c/o Karmanos Cancer Institute</td>
</tr>
<tr>
<td>24601 Northwestern Highway</td>
<td>4100 John R – Mailcode #VE01RF</td>
</tr>
<tr>
<td>Southfield, MI 48075</td>
<td>Detroit, MI 48201</td>
</tr>
<tr>
<td>(east of Evergreen &amp; south of 10 Mile)</td>
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**CONTACT:** www.karmanoscancer.org/komendetroit · raceforthecure@karmanos.org · 248.304.2080
Deadlines, Important Dates & Details

Deadlines

**REGISTRATION DEADLINES**  All members of the team must be registered by one of these deadlines. After these deadlines, people can continue to register as individuals and join up with your team on Race day, but they will not be included in your official count.

- **TEAM ONLINE REGISTRATION**: Tuesday, April 25 at Midnight EST.
- **TEAM MANUAL REGISTRATION**: Wednesday, April 19 at 5:00 p.m.

**TEAM CO-SURVIVOR STORY ENTRY DEADLINE** Stories can be submitted:
- at Early Bird Team Packet Packup – Saturday, APRIL 29 or
- at Team Packet Pickup – Friday, MAY 5 and Saturday, MAY 6
- via regular mail by Friday, APRIL 28
- via email by Sunday, MAY 1 to: raceforthecure@karmanos.org  Attn: Co-Survivor Story

**FRIENDS FOR THE CURE® FUNDRAISING DEADLINE** - All donations submitted by July 1, 2017 qualify for 2017 team and individual Friends for the Cure® Incentives and Awards. To view incentives click [here](#).

Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Sunday, February 13 - Midnight</td>
<td>Last day for EARLY BIRD pricing ($28 adult price)</td>
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<tr>
<td>Wednesday, April 19 – 5:00 p.m.</td>
<td>Deadline for manual/paper entry forms to be postmarked or delivered.</td>
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<tr>
<td>Tuesday, April 25 – Midnight</td>
<td>Online team registration closes</td>
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<tr>
<td>Saturday, April 29 – 10:00 a.m.</td>
<td>Early Bird Special – Team Packet Packup</td>
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<td>Komen Detroit Race office – 24601 Northwestern Highway, Southfield, MI 48075</td>
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<tr>
<td>Friday, May 5 – 10:00 a.m. to 7:00 p.m.</td>
<td>Team Packet Pickup Days (See Southfield office above)</td>
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<tr>
<td>Saturday, May 6 – 10:00 a.m. to 3:00 p.m.</td>
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<tr>
<td>Friday, April 28 via mail OR</td>
<td>Deadline for Co-Survivor Award Entry form. See <a href="#">Team Captain Responsibilities</a> for more information.</td>
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<tr>
<td>Sunday, April 30 via email</td>
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May 13 – RACE DAY SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>6:30 a.m. to 7:45 a.m.</td>
<td>Team MEET open</td>
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<tr>
<td>7:00 a.m.</td>
<td>Individual Packet Pickup, Registration and all booths open</td>
</tr>
<tr>
<td>8:00 a.m.</td>
<td>Opening Ceremony: Survivor &amp; Memorial Recognition</td>
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<tr>
<td>9:00 a.m.</td>
<td>Competitive 5K Start</td>
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<td>followed by</td>
<td>5K Walk Start</td>
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<tr>
<td>10:30 a.m.</td>
<td>Closing Ceremony: Runner and team awards</td>
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**Details**

**Team MEET**

Need a place to gather your team? Team MEET is an area for teams to gather and have a team photo taken. It’s a short walk to the Opening Ceremonies. Details will be announced at a later date. Please check the website.

Check back soon For Team MEET and parking maps [here](#).

For the route map for all runners/walkers click [here](#).

Team MEET is for PEOPLE ONLY. No unauthorized vehicles, bicycles, scooters, rollerblades, skates, skateboards or pets are allowed at the Race. Wheelchairs, strollers (for safety, line up at rear of Race) and service animals are most welcome. Any items you bring must be removed when you leave for the 8 a.m. Opening Ceremony.

**FREE TEAM PACKET DELIVERY**

Arrangements will be made for delivery the week prior to the Race for teams with

- 100+ registered participants and a minimum of $15,000 in donations OR
- 10 – 99 registered participants and a minimum of $10,000 in donations.

**SURVIVOR & MEMORIAL RECOGNITION**

- Survivor Café offers survivors light refreshments, mingling with other survivors and special gifts courtesy of our generous donors. Survivors and Co-Survivors welcome.
- Opening Ceremony honors breast cancer survivors.
- Team Award “Pretty in Pink” presented at Closing Ceremony for the team with the largest number of survivors.
- Survivor Trolley is available for breast cancer survivors not able to walk the course. Must be a breast cancer survivor and registered Race participant with a trolley reservation. Contact the Komen Detroit office at 248-304-2080 or [raceforthecure@karmanos.org](mailto:raceforthecure@karmanos.org) to reserve a trolley ride.
- Visit our Memorial Site and add to our communal artwork remembering those we have lost to breast cancer.

**STAGE**

Home to Opening Ceremony, survivor and memorial tributes (8:00 a.m.), closing ceremony, runner and team awards (10:30 a.m.).

**PINK RIBBON PROGRAM**

“Pinking up the Town” is a wonderful Komen Detroit Race tradition. Decorating the ribbons is a creative and meaningful way to get involved in the fight against breast cancer. Spread awareness and honor survivors and lost loved ones with ribbons. It’s great for schools, businesses, churches and community groups. Many turn it into a creative fundraiser.

Click [here](#) to access our Komen Detroit website under Survivor & Memorial Activities.

**STILL MORE . . .**

- Inside Comerica Park: free Carousels rides and Team photo opportunity
- Children’s Area – games, giveaways and surprise visitors.
- Breast health education along the route – Karmanos “Myth Bustiers”
- 20-plus volunteer entertainment groups along the route
- Friends for the Cure® Team Challenge Awards and Recognition Program
- Shop Komen®, New Balance and Ford Warriors in Pink merchandise
Frequently Asked Questions

What is the minimum team size?
Teams must have 10 or more participants who register under a common team name and commit to raise funds (minimum of $100). Of course, there is NEVER any maximum team size; however, there is an award for the largest team in each category.

How should teams members register?
Online. It’s easier for you, your team members and us. Online registration also allows each team member to establish a personalized online fundraising page, set a goal and start fundraising early to help end breast cancer forever! The best way to register is to start from the Komen Detroit home page. Step-by-step instructions are included in the Tips-Tools-Forms section.

Can team members register at New Balance Registration Sites?
NO. Team members must join your team online by midnight April 25 OR complete a signed paper registration form which the Team Captain must submit with all other manual entries by April 19 (see Deadlines, Important Dates and Details page 8 for more information). Remember, children 5 and under are free, but must be registered. The little ones count in your official team size.

How can people register after the team registration deadline?
Anyone who misses the team online registration deadline of April 25 (Midnight) may register as an individual online or at a one-stop registration site. These people can still walk or run with your team but will not be counted in team totals for awards consideration.

What are the registration fees for team members?
Registration fees vary depending on:
- Age
- Type of registration (online fees are LOWER)
See Team Registration & Payment Options in this kit for the details. Registration fees are also listed online.

Do I need a team password?
No. An optional team password line appears on the online entry form but is no longer required.

How can I view my Team Roster?
After you have logged into the Active System, your name will appear in the far right corner. Click your name and scroll down to select “My Events. “There you will see listed our 26th annual Race event ‘Team Captain’. Select this option and “Manage my team” will be a tool made available to you. Under the “Manage my team” tab, you are able to find contact information of all current team members. Here’s a link to the login screen to get started:
www.active.com

Can you guarantee my team shirt sizes?
We do our best to order sufficient Race t-shirts in a variety of sizes. We offer small, medium, large, XL and XXL. Despite our best efforts, sometimes we do run out of certain sizes. This is one reason why we strongly recommend participation in the Saturday, April 29 Early Bird Special. You help pack, get first pick and take your t-shirts home the same day!

Does it matter who gets which Race bib?
Runners will receive an assigned bib (Race number) with a chip inserted to provide accurate run time. Walkers are not assigned Race numbers. However, every participant needs a bib (Race number), including children. Bibs show that you are registered and permitted to participate in the Race. Survivor Walkers (ONLY) get pink bibs. Please remind your team members to fill out the information on the front and back of the bib.
Can I have my team packets delivered?
Yes! Qualified teams can have free delivery:
- 100+ registered participants and a minimum of $15,000 in donations OR
- 10 – 99 registered participants and a minimum of $10,000 in donations.
- Arrangements will be made for delivery the week before the Race.

Can I pick up my team packets during the April 29 Early Bird Packup?
Yes -- but only if you participate in the Team Early Bird Special Packup that day -- and pack up your team. We reward Captains who help us pack over 600 team packets. There’s snacks and munchies, early pickup of your own team packets and some nice surprises.

Do all team members have to participate in the same event?
No. Registered team members can choose one of the two options (5K Run or 5K Walk). If you change your mind and decide to walk instead of run, it’s not a problem. Sleep In for the Cure team members are not required to pick an event to participate in.

What time should I tell my team to get to Comerica Park?
We strongly encourage arrival no later than 7:15 a.m. Team MEET is open from 6:30 to 7:45 a.m. It’s always better to arrive a little early due to road closings and construction. Don’t miss the 8:00 a.m. Opening Ceremony honoring survivors and lost loved ones.

Where can my Team meet on Race day?
Team MEET is a great location for this. See Team MEET info under Details in the Deadlines, Important Dates & Details section page 8 of this kit.

Can I bring my dog, skateboard or bicycle?
No. For the safety of all participants, pets of any kind, skateboards, skates, scooters, rollerblades and bicycles are prohibited. Strollers, wheelchairs and service animals are always welcome.

Where can we park?
The answers to these and many other questions are in the Race Information Book which will be available online; also check Maps and Parking on the Race website home page.

What if I have difficulty using the online system? What if I need help?
Based on your feedback, we improve the system every year to make it easier for you. If you are having difficulty with our updated online registration site, visit Active: http://activesupport.force.com/usersupport

You can also contact us at 248-304-2080 (Komen Detroit Office) or our Teams Committee:
- Raceforthecure@karmanos.org
2017 Team Awards Program

Ford is the sponsor of our Largest Team Awards. Some awards are separated into size or type of team categories, making it easier for more teams to win! For a complete list of Largest Team Awards go to the race home page and select race for the Cure then Teams and Team Awards.

FORD “LARGEST TEAMS” AWARDS

Awarded in each category:

<table>
<thead>
<tr>
<th>Category</th>
<th>Award</th>
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<tbody>
<tr>
<td>5,001+ employees</td>
<td>Largest Family-Generated</td>
</tr>
<tr>
<td>501 to 5,000 employees</td>
<td>Largest School Team (K thru 12)</td>
</tr>
<tr>
<td>10 to 500 employees</td>
<td>Largest School Team (College/University)</td>
</tr>
<tr>
<td>Largest Community Team</td>
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</tbody>
</table>

Team & Individual Fundraising Awards and Incentives

Awarded to the top fundraising teams in two areas: Most dollars raised and Highest Percent of team members Fundraising. For more details go to the Komen Detroit website and select Donate on the menu bar, then awards and Incentives.

FRIENDS FOR THE CURE® Donation Program

Two ways to collect funds:

- ONLINE fundraising with your own personal donation page (received when you register online).
- MANUALLY by using the paper copy of the Friends for the Cure® form (see Fundraising Links in Tips-Tools-Forms section of this kit) and mailing or turning in your donations on Race day. Manual (offline) donations will be added to your online totals by Komen Detroit staff, once received at the office.

All team members raising funds should instruct donors to donate to her/his personal donation page (received upon registration via email) or by going to the Komen Detroit home page

Individual Fundraising Awards and Incentives

Team members make their fundraising dollars work twice. Every dollar raised on a team members’ personal page counts toward team totals, team awards and their own individual fundraising incentives and awards. For more details go to the Komen Detroit website and select Donate on the menu bar, then awards and Incentives.

September Celebration

Teams with at least 40 members or those that raise over $5,000 in total team donations will receive an invitation for the Team Captain with 3 guests to attend the exclusive September 2017 Celebration. Event hosted at the Max M. and Marjorie S. Fisher Music Center with refreshments, awards and a breast cancer research update from Karmanos Cancer Institute doctors.
To access the following links to various instructions, sample letters, flyers and forms, visit: [www.karmanoscancer.org/komendetroit/teamcaptainkit.aspx](http://www.karmanoscancer.org/komendetroit/teamcaptainkit.aspx).

### Step-by-Step Instructions Links
- Creating a Team
- Accessing the Team Center
- Team Member Registration
- Managing Your Fundraising Page

### Fundraising Information Links
- “Golden” Team Fundraising Ideas
- Corporate / Community Organization Fundraising Ideas
- Fundraising “Good Practices”
- Tips for Good Fundraising Letters

### Sample Links
- Sample Donation Request Letters
- Sample Message from Corporate / Sponsor / CEO to Employees
- Sample “Join Our Team” Flyers
- Sample Email / Newsletter

### Forms Links
- 2017 Komen Detroit Friends for the Cure® Fundraiser’s Form
- Co-Survivor Team Award Submission Form
- Share Your Story Form
- Manual Team Member Entry Form and Roster