



Team Captain Checklist

Being a Team Captain is simple and fun. The following checklist will assist you.

Guidelines before the race:

- 1. Review the forms and resources

Forms

(You may access all Moon Walk forms/resources on the QCHI website under the Moon Walk 2010 page)

www.qchealthinitiative.org

- a. Moon Walk 2010, Team Captain's Letter of Commitment
- b. Moon Walk 2010, Team Captain's Mileage Log
- c. Welcome to Moon Walk 2010!
- d. Moon Walk 2010, Team Captain's Registration Summary
- e. Moon Walk 2010, Participant Registration Form
- f. Moon Walk 2010, Participant's Mileage Log

Resources

- a. Moon Walk 2010, Mission Control Incentives
- b. Choose Health. Live Well.
- c. Mission Control Contact Information
- d. Quad City Events

NOTE: Team Captains may personalize all forms/resources. Contact Mission Control if you are not able to access the forms from the QCHI website and/or would like to use the Moon Walk logo

- 2. Complete the Moon Walk 2010, Team Captain's Letter of Commitment
- 3. Return the completed Moon Walk 2010, Team Captain's Letter of Commitment to Mission Control no later than **March 22, 2010**.
- 4. Recruit your team and distribute Moon Walk materials to participants
 - a. Welcome to Moon Walk 2010!
 - b. Moon Walk 2010, Participant Registration Form
 - c. Moon Walk 2010, Participant's Mileage Log
- 5. Collect completed registration forms from participants
- 6. Complete the Moon Walk 2010, Team Captain's Registration Summary after collecting registration forms
- 7. Submit the completed Moon Walk 2010, Team Captain's Registration Summary and the completed Moon Walk 2010, Participant Registration forms to Mission Control no later than **April 1, 2010**

NOTE: After the initial submission of registration forms, Team Captains are required to submit an updated Team Captain's Registration Summary with additional (new) registration forms from participants throughout the race. You may fax the Team Captain's Registration Summary (only) to Mission Control. Please mail the hard copy of the Moon Walk 2010, Team Captain's Registration Summary and additional Moon Walk 2010, Participant Registration forms to Mission Control. Refer to the Mission Control Contact Information sheet for mailing/faxing information

Guidelines during the race:

- 1. Forms you will need:
 - a. Moon Walk 2010 Team Captain's Mileage Log (this form is for your use only to keep track of your team's weekly mileage)
- 2. Enter team member names to the Moon Walk 2010 Team Captain's Mileage Log
- 3. Begin tracking mileage on April 16, 2010
- 4. Collect the number of miles walked from each participant on a weekly basis (Saturday-Friday)
- 5. Report your team's weekly total mileage to Mission Control each Friday (by the end of the day) via the QCHI website (www.qchealthinitiative.org) or email (andersonre@genesishhealth.com). If you do not have access to the above mentioned you may call your team's total mileage in via phone (563-421-2826)