



## Step by Step to Hope Team Success

### 1. Choose a Team Captain!

The team captain is the motivator and organizer of the Hike Team and serves as the contact person with City of Hope. The captain is responsible for relaying information to the team and motivating them to do their best.

### 2. Register Your Team

Register your team online at [www.hike4hope.com](http://www.hike4hope.com) or go to the website and download a registration form to fax or mail in.

### 3. Recruit!

**Set a goal to recruit at least 10 members for your team.**

**Each team member must register in order to be counted on the Hope team.** You can register online at [www.hike4hope.com](http://www.hike4hope.com) or complete a participant registration form (download from the website or contact the regional office for paper forms). Keep the following in mind when recruiting team members:

- Only teams with five or more people will qualify as a Hope team.
- Spread the word by covering your office space/building with Hike 4 Hope information. Motivate your coworkers to have a desire to support this worthy cause by allowing them to learn about its importance.
- Stop by to personally invite your coworkers to join your Hike team. Be sure everyone knows your team name and selects or enters it when registering.
- Use existing lines of communication within your company - newsletters, memos, and e-mail - to share information with your team members. Send a friendly e-mail to your coworkers explaining Hike 4 Hope and why they should get involved. Have a company exec write a memo of encouragement or put a paragraph about the Hike team in the company newsletter to spark interest.
- Remember anyone can be on your team (i.e.: family, friends and coworkers), and having more people involved makes it both fun and easy.
- Remember to recruit above your goal, so if someone needs to drop out you are still Hiking strong!

#### 4. Challenge Your Team!

Once your team has started to grow, have a meeting with all of your team and challenge them to raise more for Hike 4 Hope.

- Set a fundraising goal to motivate your team.
- Your team members can approach their friends and family to make donations to sponsor their Hike. Be sure to give everyone a copy of the sponsor form from the team kit.
- Review the *Fundraising Tips* document in the team kit. Visit [www.hike4hope.com](http://www.hike4hope.com) and click on "Tools & Resources" to find it.
- Brainstorm ideas as a team to raise funds through organized activities. Here are some fun suggestions...
  - Purchase a casual/jeans day pass for \$5
  - Fill a jug with change and compete with different departments
  - Auction off the best parking spot for the winner to use exclusively for a week
  - Dedicate a team in honor of an employee or friend touched by cancer
  - Provide special incentives for team members
- Encourage healthy competition within your company to raise more funds: department vs. department, men vs. women, etc.
- Use the Online Fundraising System to solicit donations for the team. All participants registering online will receive a link to their personal fundraising page. Mail and fax-in participants can email [fundraising@coh.org](mailto:fundraising@coh.org) to get one.
- Double your donation by asking your employer to match the funds raised by your team! Contact your Human Resources Department to find out if your company supports this program.
- Be sure to use our Hope Team Chairperson, Susan Freeman, for support, ideas and encouragement. You may contact Susan at (760) 771-3221 or [Hopeteamcapt@aol.com](mailto:Hopeteamcapt@aol.com).

#### 5. Have Fun!

Support your team with an enthusiastic attitude ... it's contagious. Cheer on your team to meet - or exceed - their goal.

*For more information, please visit [www.hike4hope.com](http://www.hike4hope.com).*