

# CAPITAL CHALLENGE WALK MS: TEAM CAPTAIN GUIDE



## 2 DAYS. 50 K. CONNECT TO END MULTIPLE SCLEROSIS

JOIN A COMMUNITY OF SPIRIT & STRENGTH





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*For more information and team resources, please go to: [capitalchallengewalkMS.org](http://capitalchallengewalkMS.org)*

## WELCOME TO CAPITAL CHALLENGE WALK MS: 2013

Thank you for accepting the challenge and helping by connecting with others to end MS. Joining as a Challenge Walk MS Team Captain with hundreds of thousands of people across the country is an experience like no other. Taking the first step to register as a Challenge Walk MS Team Captain moves us all closer to a world free of MS. This Team Captain guide will help you keep your team organized and motivated, as well as provide some great tips for having fun while fundraising.

### CHALLENGE WALK MS: 2013

September 21-22

For more information and team resources, please go to: [capitalchallengewalkMS.org](http://capitalchallengewalkMS.org)

## WE ARE PEOPLE WHO WANT TO DO SOMETHING ABOUT MS NOW

### ABOUT MS

Multiple sclerosis interrupts the flow of information within the brain and between the brain and body. MS is an unpredictable, often disabling disease of the central nervous system. Symptoms range from numbness and tingling to blindness and paralysis. The progress, severity, and specific symptoms of MS in any one person cannot yet be predicted, but advances in research and treatment are moving us closer to a world free of MS. Most people with MS are diagnosed between the ages of 20 and 50, with more than twice as many women as men being diagnosed with the disease. MS affects more than 2.1 million people worldwide.

### ABOUT THE NATIONAL MS SOCIETY

The National MS Society helps people affected by MS by funding cutting-edge research, driving change through advocacy, facilitating professional education and providing programs and services designed to help people with MS and their families move their lives forward.

Early and ongoing treatment with an FDA-approved therapy can make a difference for people with MS. Learn about your options by talking to your health care professional and contacting the National MS Society at [nationalMSSociety.org](http://nationalMSSociety.org) or 1 800 344 4867.

## WHERE DOES THE MONEY GO?

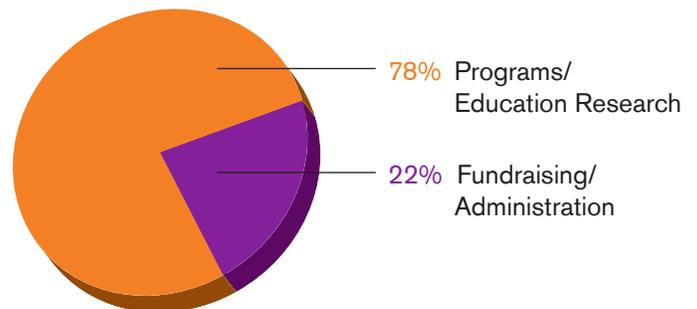
Just look at the difference the Society makes in your own community:

### CHAPTER PROGRAM & RESEARCH HIGHLIGHTS

The National Capital chapter addresses the challenges of each person whose life is affected by MS. The chapter is committed to providing vital support and personalized services to the many thousands of individuals living with MS in the Washington, D.C. metropolitan area, their families, friends, and colleagues.

We offer a range of programs and services to help people living with MS cope with the everyday demands of multiple sclerosis. If you need to talk, our counselors are here. If you need a medical referral or assistance with employment, we are ready to assist you. Each service and program that we offer is designed to help you maintain independence and continue participating in your job, family, and community.

Last year, the National MS Society funded 375 research projects around the world to identify the cause of MS and find a cure. Five of those studies were local, moving research initiatives forward right in our area. The Society is driving force of MS research and treatment to stop disease progression, restore function, and end MS forever.





## MOVING TOGETHER: THREE SIMPLE STEPS TO STARTING A TEAM

As a part of the MS movement, you and your team are committed to a world free of MS. We're committed to you and the success of your team.

### RECRUITING

Team members can be anybody — friends, family, coworkers or neighbors — and they can all easily register as walkers online at [capitalchallengewalkMS.org](http://capitalchallengewalkMS.org). Whether you're a corporate team or a team of family and friends, just be sure to ask everyone you know to join as walkers, volunteers, and crew,

### RAISING MONEY

Fundraising comes more naturally when you make it personal. If your team is walking for someone with MS, ask that individual if they would be willing to tell their story. Be sure to follow with a statement about how much progress the Society has made in treating the disease.

Don't forget to ask everyone who sponsors you if their employer offers matching gifts!

For more information, see the Participant Guide.

### A COMMUNITY OF SPIRIT & STRENGTH

Being a Team Captain is an opportunity to share a great experience with friends and family members or coworkers — a community coming together for a common goal and the accomplishment of a unique personal challenge! As a leader, it's up to you to remind your teammates of why they registered. Challenge Walk MS can be more than a fundraising event — it can be a joyous celebration of how far we've come together!

## RAISING MONEY HAS NEVER BEEN EASIER!

### SIMPLE STEPS TO ONLINE SUCCESS

#### SET UP YOUR TEAM PAGE

Your team page is your invitation to the world to become involved in the movement to end MS. We're here to help you reach your goals. By setting up a team page, you are setting up your team for success. Here are a few hints to help make your page one to remember:

- Make it personal — Feature in a picture of you or your team. Write the story of your team and how you are moving together toward a world free of MS. While there is sample text available, nothing is more compelling than your own words.
- Provide links to your team page — Keep your page current to generate interest. Give updates on how close you are to your fundraising goal.
- Create your team page URL shortcut — By doing this you will be able to easily direct people directly to your team page. Put a link to your fundraising page in the signature of your email.

#### RECRUIT MEMBERS ONLINE

No need to collect paper or spend hours on the phone. Your team members can quickly and easily register themselves online. Have people join your team from your team page, or use the participant center tools to send a team registration link via email. You can also download your Outlook contact list into the tool. This tool also can help you to track when emails have been opened by a recipient.

## FUNDRAISE ONLINE

Now for the fun part! After you send your personalized email to all your friends, family and colleagues, you can watch your up-to-the-minute fundraising tracker. Our online tools make it simple for your supporters to donate online to keep you moving toward your fundraising goals and a world free of MS.

### ENCOURAGE TEAM MEMBERS TO USE THEIR ONLINE PERSONAL PAGES

Once you see what the tools can do for you, encourage your team members to see what the tools can do for them. Make it fun by giving incentives to your team members to fundraise online — a pair of movie tickets to the team member that raises the most in a week, or a gift card to every team member who gets at least five gifts online. Be creative and ensure that your team not only reaches their goals, but has fun along the way.

## SOCIAL NETWORKING

Create a Facebook fanpage for your team. You can also post tweets on Twitter for your group and videos on YouTube.

## TEN GREAT THINGS ABOUT OUR ONLINE TOOLS

1. Post your team picture online
2. Include your company's logo
3. Set up a simple URL for your Team page
4. Set a fundraising goal that everyone can see and support
5. Download your team roster
6. Email your entire team at once
7. Track your team members' fundraising progress
8. See your real time team fundraising total
9. Track and thank your team gifts
10. Easily update your page and photo

## GOAL SETTING: WHO HAS THE MOST TEAM SPIRIT?

Establishing a goal is an easy way to maintain motivation as well as give you and your team a bench mark for success. We encourage Team Captains to set goals for themselves and their teams, while keeping these tips in mind.

## TIPS TO KEEP IN MIND

- Goals should be realistic, but significant — If it requires hard work to attain, it will be a source of more pride for your team.
- Don't arbitrarily set a goal without input from the team Having them believe in the goal from the word "go" will make your job as Team Captain that much easier.
- Don't forget to set both personal & team fundraising goals — Lead by example. Share your fundraising goal with your team.
- Set a goal for team size as well as collective fundraising — Recruiting more team members can mean more substantial fundraising!
- Don't keep your goal a secret! Use email, team pages and even internal company intranet and newsletters to communicate goals — and how close your team is to attaining them.
- Fun internal competition — If you are part of a large corporate team, have departments set their own goals to create some fun internal competition.

If you would like more suggestions and guidelines for goal setting, or would like to request goal setting worksheets, please contact the National Capital Chapter at [DCWTeams@nmss.org](mailto:DCWTeams@nmss.org).

## COME WALK WITH US

Dollar by dollar and step by step, we are moving closer to a world free of MS. You and your team will join with hundreds around the Washington, D.C. area to proudly support the MS Movement while making memories together.

Get your groove on to the live music, stretch it out as local trainers lead muscle-warming moves, scope out the wacky and wild team gear sported by your fellow walkers, snack on delicious food, and hear the cheers of volunteers and fans as you move together in a sea of orange to support the movement to end MS.

## TOP CHALLENGE WALK MS 2013 TEAMS

The National MS Society would not be able to fund cutting-edge research, provide services, host programs, or educate health care professionals and the public if it were not for the extraordinary fundraising efforts of those who support Challenge Walk MS. Once again, we'd like to show our appreciation to the Challenge Walk MS 2012 teams who made a difference — together.

## TEAM AWARDS

A little friendly competition among teams can build camaraderie and increase results. In fact, teams are the fastest growing group of fundraisers in the MS movement. The difference they are making in the lives of people with MS is nothing short of amazing.

So who has the most team spirit? Who has the biggest team? And, most importantly, who will make the biggest impact to create a world free of MS? Here are the top team award winners.

### NATIONAL CAPITAL CHAPTER 2012 TEAM AWARDS

#### Snappy Feet

##### Captain: Amy Sharpnack

Top Fundraising Team

Highest Team Member Pledge Average

Elite Feet Team: Miracle Milers

Best Team Gear Award

#### Team Greykell

##### Captain: Greykell Dutton

Largest Team

#### Allen's Heroes

##### Captain: Eric Allen

Best All Around First Year Team

#### Jacki's Determined Soles

##### Captain: Jacki Varacalli

Best Rest Stop Award

#### Team Jenny

##### Captain: Erin Counihan

Golden Shoes Award

#### Elite Feet: Hopeful Hikers

MonSter Slayers, Captain: Kathy Fitzpatrick

MS Ohana, Captain: Karen Brown

Bink's Bodyguards, Captain: Chris Binkowski

Gary's Gang, Captain: Sadie Smith

For more information & team resources, please go to: [capitalchallengewalkMS.org](http://capitalchallengewalkMS.org).

## FUNDRAISING IDEAS NOTEPAD

Listed below are some ideas from other Team Captains, but you should feel free to add your own — and share them with other Team Captains!

- Offer to do something unusual — Shave your head, sing karaoke in a costume of the team's choice, etc. if your team reaches or exceeds its fundraising goal.
- Set up a drawing for the team — With each \$50 raised netting you another chance to win a prize — for friends: A special home-cooked meal for the winner and their family; for employees: A day off.
- Lunch with the president or reserved parking spots — For company teams, reward the top fundraiser with lunch with the president — give the person who recruits the most additional team members a reserved parking spot for a month.
- Silent Auction — Hold your own silent auction with food and entertainment.
- Garage Sale — Clean out the attic and basement with a garage sale and donate the proceeds.
- Restaurant Donations — Ask your favorite restaurant or bar to donate a percentage of one evening's income to your team — possibly in return for sponsor privileges.
- Fundraise through Facebook — Fundraise through the new Facebook tool available on your personal page.