

*"A leader is one  
who knows the  
way, goes the  
way, and shows  
the way."*

— John C.  
Maxwell



Thank you for being a Buzz Off Team Captain! Serving as a Team Captain and rallying your team is an important job and a great experience.

We are counting on you to reach your personal goal and to motivate and encourage your teammates to reach theirs as well. This guide contains helpful information to help you set up, recruit and motivate your team.

Also, be sure to check out the [Fundraising Guide](#) which has all of the info to help you and your team fundraise.

### CONTENTS


- Register
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- FAQ's

*One Mission is registered 501(c)(3) tax-exempt public charity. Donations are tax-deductible to the extent allowed by the Internal Revenue Code.*

### REGISTER A TEAM:

Register online to create your team

- Go to [buzzforkids.org](http://buzzforkids.org)
- Click “[Register](#)” and follow the prompts to “Start a Team”
- There is a non-refundable \$35 registration fee.
- Click on “**Start a Team**”
- Create a team name and fundraising goal
- Complete the registration form.



HEADS SHAVED.  
LIVES CHANGED.

Event Info
How The Money Helps
Fundraising Tools
MVP Program

1 Waiver
2 Register
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5 Confirm & Fundraise

### How will you be registering?

**INDIVIDUAL:** Choose this option if you want to shave and fundraise as an individual, NOT in association with a team.

**JOIN A TEAM:** Choose this option if you want to join an existing team and shave & fundraise in association with others.

**START A TEAM:** Choose this option if you want to start a team and become the Team Captain. You can recruit friends, family, and others to join your team. It only takes two to form a team! You will register your team and yourself in one process.

INDIVIDUAL
JOIN A TEAM
START A TEAM

#### CREATE YOUR TEAM & REGISTER YOURSELF:

\* Please select your registrant type.

Registrant Type	Fee	Required Fundraising Minimum
<input type="radio"/> Child (14 & under) Gillette Stadium	\$35.00	\$200 per person
<input type="radio"/> Adult (Age 15+) Gillette Stadium	\$35.00	\$350 per person

\* Team Name

Organization Affiliation

\* Team Fundraising Goal

#### START A TEAM:

As Team Captain, you can select a team name and recruit/register others to join your team. Fundraising is done by each team member through their own fundraising page which is linked to the overall team page. Supporters can make a donation to an individual member or to the overall team. *Each team member is required to raise the fundraising minimum of \$350 (\$200 for kids 14 and younger) by 7/15/20. Create your team and register yourself in two steps!*

\* Denotes required information.

#### PERMISSION QUESTIONS:

☒ Allow the general public to search my team and view fundraising results.

☒ I give permission for my team to be displayed on the Fundraising Scoreboard.



*“Challenge yourself and your team members to raise as much money as possible. Don’t stop when you’ve reached your goal. The generosity of others may surprise you.”*

*— Amy, Buzzzee and Team Captain*

### CUSTOMIZE YOUR TEAM PAGE

**Make it personal!** Be sure to customize your team’s fundraising page with pictures and explain the reasons why your team is participating in the Buzz Off. Donors can choose to make a donation to an individual team member or to the overall team.

**Note:** If donors make a donation to the overall team, the donation will be split evenly and added to each team member’s total.

### MOTIVATE YOUR TEAM

Motivating your team is one of your most important roles as a Team Captain. There will be no fundraising minimums for the 2021 Buzz Off. Here are some ideas to help motivate your team and reach your fundraising goals:

- **Check in with them on a regular basis** – ask them how they are doing with their fundraising and if there is anything that you can do to help
- **Share a team fundraising update** – everyone’s efforts are an important part of reaching the goal – let your team know where you are towards reaching that goal
- **Post messages** to team members on the Message Board through your fundraising page
- **Remind** them that what they are doing is a BIG deal and that their efforts are helping kids beat cancer. Utilize the [Why it matters](#) in the [Fundraising Guide](#)
- **Host a Team Fundraiser** to build comradery. You can find [creative ideas](#) here. Team members will be able to get to know one another, share their stories and help one another to raise money.
- **Follow up, encourage, and thank them!**



### FUNDRAISING GUIDE AND PROMOTIONAL TOOLS

The following are some tools that can help you promote your team's participation in the Buzz Off:

#### Fundraising Guide

##### Flyers

Visit our [Fundraising Center](#) to customize and print flyers to hand out within your community to promote your team's participation in the Buzz Off.

##### Banners

Download these banners and have them printed at your local office supply store to use at any event you may be hosting to benefit your participation in the Buzz Off for Kids with Cancer.

[Banner - 4 Feet Wide x 2.5 Feet Tall](#)

[Banner - 6 Feet Wide x 2.5 Feet Tall](#)





## FREQUENTLY ASKED TEAM QUESTIONS

### Why should I form a team?

Teams are a great way to show unity and make fundraising and shaving more fun. Teams may be formed in honor or memory of a friend or loved one, or to represent a company, organization, group or family.

### Is participating on a team mandatory?

No. You can shave individually or with a team. Teams are formed as a means to have support in fundraising and on shave day.

### If we set a high Team Fundraising Goal are we held to it?

No. The Team Fundraising Goal is a tool to motivate your team and supporters. We encourage you to establish an aggressive goal and hope that as a team you can achieve this goal together.

### What are my responsibilities as Team Captain?

The main role of Team Captain is to recruit team members and encourage fundraising efforts. In addition, you will customize your team's web page, communicate important information to your members, and serve as a general resource for them.

### Is there a limit to how many people can be on a team?

No. Teams can be as few as two people or as many as you can recruit!

### Can general team donations be split among team members?

Yes! When donors choose to make a donation to the overall team, the amount will be split evenly and added to each team member's total.

### Will my team be able to shave together at the same time the day of the event?

We will make every attempt possible to ensure team members have the opportunity to shave together. However, on occasion there will be extenuating circumstances where this will not be possible. The day of the event, it will be important for the Team Captain to set a designated meeting spot and for team members to check-in at the same time.

**Please don't hesitate to contact the One Mission office at (508) 628-9090 with any questions!**

