

SPORT A SHIRT, SHARE A NIGHT

TEAM COORDINATOR INFORMATION SHEET

Sport a Shirt, Share a Night is an easy and fun way for you to support the children and families of the Ronald McDonald Houses of Durham and Chapel Hill. We truly appreciate your help and want to provide you with the tools to make your group's campaign a success!

- 1. Decide on a strategy:** what is the best way to encourage your group members to participate? You may want to incorporate a game, a contest, or coordinate this event with another function. We've found that asking each employee/member personally is ALWAYS the most effective, but in larger companies/groups, you may need to enlist the help of others to reach everyone.
- 2. Take orders!** Just follow the instructions on the order form. There is no minimum order and every order is greatly appreciated! All shirts are only a \$10 donation. PLEASE COMPLETE THE ORDER FORM CAREFULLY! Be sure to collect the \$10 donation when the order is placed- ALL ORDERS MUST BE PREPAID!
- 3. Turn in the completed order form!** Include complete payment to the Ronald McDonald House of Durham by April 1, 2007. PLEASE DO NOT MAIL CASH! If you would prefer, you can email or fax in the number of shirts that you will need and you can drop off any payment when you pick up your shirts.
- 4. Pick up the shirts!** Pick-up is scheduled at the Ronald McDonald House of Durham on Friday, April 13th, between 10am and 3pm. If you cannot make it to the House on that day, please call Carrie Riesbeck (913-2040) to set up a pick-up for your team's shirts. Orders will only be released to the company's Team Coordinator or their designee- if you are unable to pickup the shirts person, please call Carrie with the name of your designee. Shirts will be available for pick-up beginning April 2nd.
- 5. Distribute the shirts!** Encourage everyone to wear their shirts on Friday April 20th in support of the families at Ronald McDonald House. If you are able to take pictures on ***Sport a Shirt, Share a Night*** day, we'd love to have them for our newsletter!
- 6. Have Fun!** Your Support is invaluable to us and we hope you'll enjoy this event and take pride in knowing that you've helped so many families. Thanks again!!