

2017 Stone Soup-er Bowl Team Captain Timeline & Checklist

(Your guide to becoming a "Soup-er Bowl" Team Captain!)

This timeline and checklist will give you everything you need to help make this the most successful Stone Soup-er bowl yet! We want this event to be fun for all of the participants. If your team would like to set goals, great! If you participated last year we encourage you to set a goal of doubling what you brought in last year! In the past, some of the teams have created themes to get their bowlers in the mood for the event. Go ahead; we encourage you to get creative! We even have a team costume contest to help with this! Our theme this year is "Pirates of the Caribbean."

Items to take care of immediately:

- First things first- If you have not formed your team, begin to get them on board. Have them contact family and friends to see if they would be interested in forming other bowling teams. (Up to 5 people can bowl on a team.) If you end up with more team members, make 2 teams! Your other option is for each team member to pay a \$25 tax deductible donation.
- Be sure to ask which of the 4 time periods work best for your team members to bowl....
.....remember times are on a first come first served basis.
- Discuss the Team costume contest with your team and decide if you want to participate. (Remember, there will be prizes for the best theme and costumes for each time period!)
- Please fill out the team registration form **completely**. Make sure you have included the first and last name of all of your bowlers (this helps us with registration and check-in on the day of the event.)
Write in each person's shirt size if you would like a t-shirt(please specify adult or youth sizes
- Please make sure you have listed your top 2 preferred bowling times.
- We need your registration as soon as possible, please no later than 12:00 noon, Fri. April 7th 2017, in order to guarantee proper shirt sizes and lane time.**
- Please mail, fax, or e-mail your registration form to:**

Stone Soup Thrift Shop
950 3rd St, Suite 101
St. Paul Park, MN 55071
Fax: 651-458-1090
E-mail: stonessoupthrift@yahoo.com

Once we receive your registration we will e-mail you confirmation of:

Your team name, teammate's names, shirt sizes, and bowling times. You will also receive more pledge forms and donation receipts for your team to give to those who donate.

- Look over the information on your confirmation form closely, when you receive it. If there are any errors please contact us immediately by email at stonesoupthrift@yahoo.com or by phone at **651-458-9786**. (Remember: bowling times are on a first come, first served basis, so you may not receive your first choice in bowling time slots.)
- Give your teammates pledge forms and have them set a goal for pledges. (Some teams set goals per person...do what you feel comfortable with! This is supposed to be fun!) Write their goal on the top of their pledge form. If you participated last year, try doubling your pledges this year!

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- Give each team member more donation receipts if needed. These receipts should be given to every person that makes a pledge and donates for the event. **Stone Soup is a 501(c)(3) nonprofit organization and all contributions are tax deductible.**
- If you can print the forms associated with this event it will help us keep the costs down. If you are unable to make copies, please let us know. **We will have copies on our web site, in our shop, or if needed mailed to you (please remember postage is expensive).**

Two weeks prior to the event (Saturday April 8th 2017)

This will be a critical time for you as team captain to make sure everyone on your team is on the same page. Here are a few small reminders that may have gone by the wayside.

- Remind your teammates to contact their family, friends, and clients to get their pledges, if they have not already done so. (This would be the time to make sure that people who have promised pledges have turned in the money.)
- Re-discuss the Costume Contest theme and the costumes that your teammates may be wearing. Make sure that these costumes will allow you to move freely when bowling and won't be hazardous to other bowlers. Also, please keep in mind this is a family friendly event.**
- Please make sure that teammates are aware of the scheduled lane times and request that they arrive ½ hour early to register for the event.

The day before the event:

- The day before the event, remind your teammates to bring their pledge forms, and money that they've collected to the event. If they have already turned them into you, please bring them with you and turn them in at the registration table.**

The day of the event:

- On the day of the event make sure that your team members have turned in their team's pledges, and pledge forms to you. **As team Captain you will register at the sign-in table, turn in the pledge sheets and pledges or pay the \$25 donation per bowler, pick up event shirts and door prize slips, and distribute them to your team members. Please have team members fill out their door prize drawing slip and deposit them in the prize drawing box.**
- Please remind all of your teammates that each bowling shift is done by end of the shift time slot - not by how many games you play. If your team is not done with a game when the shift ends, you team will not be able to finish that game.**

Items that you will need on the day of the event:

- Your completed pledge sheet (make sure that the team name is recorded on the pledge sheet.)**
- Totaled pledge monies that have been collected.**
- Socks to wear when using Park Grove Alley's bowling shoes.**
- Any accessories for your costume.**
- A great big smile! Remember, you are raising money for a special cause - you should feel great!**

Please remember: all pledged amounts must be in by Saturday April 29th 2017.