



# KEY STEPS TO CREATE A SUCCESSFUL CORPORATE TEAM

Canada's top companies are stepping up to fight all cancers by walking with us in the Rexall OneWalk<sup>™</sup> to Conquer Cancer benefiting Princess Margaret Cancer Centre. Form your Corporate Team today and walk to Conquer the Cancer that matters most to your colleagues friends and family. Wondering how your team can get involved and benefit from this life-changing experience?

Here are your next steps:

## 1 Plan a Meeting

Call our Corporate Teams Specialist to set a dates/time to host a Registration Rally. This session can be before or after business hours, a bagel breakfast or over lunch. We'll come to you! And you may want Multiple sessions if you have work shifts, or multiple locations.

## 2 Register Team & Team Captain/Co-Captain

Identify a candidate to be the Team Captain/Co-Captain and come up with a team name.

HELPFUL HINTS:

It is a good idea to think of assigning co-captains to assist from each of your workplace locations/floors or office sites, or to oversee each of two key tasks involved:

- 1) RECRUITING AND REGISTERING THE TEAM and
  - 2) FUNDRAISING EVENTS AND TRAINING
- Discuss any corporate incentives to help with team recruitment (i.e. paying staff registration fees, contributing funds towards individual goals, etc.).

## 3 Promote Internally

Send an invitation and information about the upcoming Registration Rally to all employees, post flyers throughout the office and collect RSVP's.

The Rally will give everyone the opportunity to learn everything about the event and have all their questions answered.

## 4 Activate Team

The objective of this session is to get your team formed in one easy step: Get everyone registered for the event at the Registration Rally! There is a registration fee that is discounted deeply for each Rally you host to encourage your team to sign up on the spot!

## 5 Fundraise & Train

Book a Fundraising Masterclass. We will host a fundraising session to discuss individual fundraising tools and to come up with some great team fundraising ideas. Get everyone to start their own individual fundraising. Determine what team fundraising efforts are needed and set the dates for your corporate fundraisers. Assign a team member to lead any specific fundraising initiatives (perhaps the Co-Captain). We've got a ton of great ideas that will work for you!

## 6 The Day Of

Avoid line ups at our check in counter. Encourage EVERYONE on the team to complete ON LINE CHECK IN by the DUE date posted on OneWalk.ca. That way your team credentials can be delivered right to your door in plenty of time. Get everyone prepared for the event and coordinate a meeting place, team T-shirts, etc.

## 7 Celebrate Success

Host an event wrap-up meeting to share photos and personal experiences.