



# Team Challenge Package

## Leap of Faith Skydiving Event

July 10, 2010 - locations across Canada



To Benefit **Camp Trailblazers** - A Special place for kids with facial differences





## Team Challenge Package

Tired of sales always winning? Here's your chance to finally beat them!  
Join the AboutFace [Leap of Faith](http://www.leap-of-faith.ca) Skydiving Team Challenge

Gather a group of 2-12 of your colleagues, friends or neighbours, register a team name, set a fundraising goal and send out a challenge to beat your target. It's that easy!

Why participate in the team challenge?

- Strengthen new or existing teams.
- No cost teambuilding event.
- Build awareness for your organization.
- Challenge yourself while working towards a common goal.
- IT'S FUN!

**Here is everything you need to get your team and fundraising started.**

### How to set up a team

Select a team captain who will register your team name, description and fundraising goal. Members will then be able to register themselves under the created team.

1. Go to the Leap of Faith main page (<http://www.leap-of-faith.ca>) and click on "jump or pledge" located in the top header section. This will link you to the event registration page.
2. On the registration page, click the "sign up" button found on the left hand side bar under "New Participants".
3. Select your jump city from the dropdown menu and click continue.
4. Read the waiver and either select "I accept" or "I decline" then click on continue (you must agree to the waiver in order to proceed).
5. Select what type of registration you are setting up - in this case you are joining Leap of Faith as a Team Captain and click continue.
6. Enter your team name, description and fundraising goal in the spaces provided then click on continue.
7. Enter your personal information (you are registering yourself under the team name), create and username and password then click continue.
8. Review your registration information listed on the page and click continue if correct. To change your personal information, click on "edit" located below your name and address.
9. Start emailing your friends and family by either using our system or your own email account. Select which option you prefer and follow the prompts.
10. Your registration is now complete; you will receive a welcome email containing a link to your personal page. To send emails, click on "Start Fundraising" to go directly to your personal page or use the link contained in the welcome email.
11. Click on "edit personal message" under "my personal message".



12. You will be directed to “customize your personal page”. Click on “Get Sponsors” from the left hand side bar. Select either “use your own email account” or “import your address book and use our email system”. Both options contain a scripted introduction text to send to your contact list. You also have the option of adding an additional introduction. Follow the prompts for each option.
13. On this page you can also check your results, tell others about this event, download paper sponsorship form and manage your cash/cheque pledges.
14. Invite others to join the team by clicking on “Tell a Friend” located on the left side bar.

### **How to add members to your team**

1. Go to the Leap of Faith main page (<http://www.leap-of-faith.ca>) and click on “jump or pledge” located in the top header section. This will link you to the event registration page.
2. On the registration page, click the “sign up” button found on the left hand side bar under “New Participants”.
3. Select your jump city from the dropdown menu and click continue.
4. Read the waiver and either select “I accept” or “I decline” then click on continue (you must agree to the waiver in order to proceed).
5. Select what type of registration you are setting up - in this case you are joining Leap of Faith as a Team Member and click continue.
6. Search for the team you would like to join by either entering the team name or the first 2 letters of the team captain’s first name.
7. Select the desired team and click on “join this team”.
8. Enter your personal information (you are registering yourself under the team name), create and username and password then click continue.
9. Review your registration information listed on the page and click continue if correct. To change your personal information, click on “edit” located below your name and address.
10. Start emailing your friends and family by either using our system or your own email account. Select which option you prefer and follow the prompts.
11. Your registration is now complete; you will receive a welcome email containing a link to your personal page. To send emails, click on “Start Fundraising” to go directly to your personal page or use the link contained in the welcome email.
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14. On this page you can also check your results, tell others about this event, download paper sponsorship form and manage your cash/cheque pledges.
15. Invite others to join the team by clicking on “Tell a Friend” located on the left side bar.



## Terms and Conditions

Thank you again for agreeing to be a “jumper” for Leap of Faith!

Below are some terms and conditions of your participation in this event. If you have additional questions or require further information please call Jessica at 416-597-2229 x21 or email us at [info@leap-of-faith.ca](mailto:info@leap-of-faith.ca)

As a **Jumper**, you need to know that:

- Jumpers must be 18 years of age or older.
- All jumps will be free-falling tandem only.
- There is no registration fee to become a jumper and you can register at any time.
- All jumpers **must raise a minimum of \$1,000** to qualify.
- Participants must jump in the city in which you are registered.
- The following prizes will be awarded after the event:
  - Top individual jumper per location (individual who raised the largest amount at one location).
  - Top individual team per location (team that raised the largest amount per location).
  - Top overall corporate team (nation wide) wins the naming rights to Camp Trailblazer.
- Donations can be collected in person or online using the Personal Pages.
- All cash donations must be submitted **at the event prior to jumping**.
- If a jumper is unable to jump or does not meet the minimum fundraising level, funds will not be returned or refunded. Instead, jumpers will be asked to designate their funds to another jumper, team or support the overall event.
- All jumpers must be in good physical and emotional condition to jump. If you have any concerns about your ability to jump, please consult your doctor.
- All jumpers will be required to sign two waivers of liability and indemnity before they jump one for the Club and the other for AboutFace.
- All jumpers will be required to participate in an onsite training program hosted by the jumping Club.
- It is the responsibility of the jumper to get to the event site on event day.



## Terms and Conditions

As a **Team**, you need to know that:

- Teams can have from 2 up to 12 jumpers.
- All team members must jump at the same location.
- Each team assigns a designated captain that registers the team. (The team captain name can be changed at any time).
- Individual members then register under that specific team.
- **Corporate Teams** must raise a **minimum of \$1,000 per jumper**.
- Corporations can have multiple teams at each location.
- Jumpers on teams must follow the Jumper and Teams Terms and Conditions.
- Teams can substitute jumpers at any time, but they must also adhere to the Jumper and Teams Terms and Conditions.

## HOW TO FUNDRAISE FOR [LEAP OF FAITH](http://www.leap-of-faith.ca)

**Thank you again for agreeing to help AboutFace kids by taking a “leap of faith”! Below are some key strategies to help you maximize your fundraising and reach your goals.**

### **Aim High**

Every jumper must raise a minimum of \$1,000. This fundraising requirement will cover all costs associated with your jump (training, equipment, DVD/CD of your jump) and provide a base amount of money that will go directly to financially supporting the camps. However, to enable you to meet or surpass your goal, you need to stretch a bit, risk a little, and challenge yourself. The more money you raise, the more good work gets done. Pick a fundraising target above the minimum that is real for you and go for it!

### **Your Personal Page**

After you register for the jump, you have the access to create your own Personal Page online on our website. Your Personal Page is where you can tell your story, post a photo, and request donations. When donors go to your page, they can read your donation request and donate right online. Encourage all of your donors to use the online system as it saves time and money and people will get their tax receipts instantly. This also helps AboutFace save processing time and money too. Your Personal Page also automatically tracks your fundraising balance, so you and your donors can watch your progress.



### **Sending a Request Letter or Email**

Using the online Personal Page, you have access to standard email text that you can use to send donation request emails to your family, friends, colleagues, etc. However, the most successful fundraisers personalize their emails to their contacts. Tell them why you are doing this, what your goal is and don't forget to make the "ask". Tell them that you are asking them to sponsor your jump with a donation. Ask for a specific donation amount, such as \$100.

### **Community Papers**

Sharing your story with the media is a great way to bolster your fundraising campaign and raise awareness about the in your community. By participating in the Leap of Faith, you're making a bold statement that your community will want to know about. Facial differences affects all communities and it's the lives of the kids that will be most transformed after this event. Most community media such as TV radio and newspapers are looking for community based human interest stories. Send a letter or call your local community media and tell them what you are doing. Direct them to the website for more information on the event, AboutFace and the Camp Trailblazer program. There is a media section on the website for press releases you can use to send to your local media.

### **Company Donation Matching Program**

Many companies have internal Donation Matching Programs that will match the efforts of their employees. Talk to your Human Resources or Public Affairs Department to find out if you qualify for a matching gift. This is a sure way to double your fundraising dollars!! As well, you can list your company as a donor on your page and show others how generous your company is!

### **Expanding Your Giving Circle**

You can multiply your donations by giving additional donation forms to your family and friends who have already donated, or asking them to email their friends with a link to your Personal Page. Ask them to talk to people about the event and your participation in it, and help you ask for donations.

### **Follow Up**

If you haven't received a response from someone you've asked for a donation, be sure to follow up. Make a phone call or send a quick note to make sure that they haven't forgotten your request. A good way to keep people involved in your adventure is to send an update email. Keep your donors and potential donors informed of your fundraising progress.



### **Thank You! Thank You!**

Everyone likes to feel their contribution, no matter how small has made a difference. Remember to thank your donors for their contribution as soon as you can. Send a quick email or call them directly. The personal approach is always the best. Also, invite them out to see you jump! The event is open to the public so everyone is welcome! And as a jumper, you will benefit from the moral support on that day.

### **Creating Your List of Potential Donors**

Go through your address books - both paper and online - and form one big list of all the people in your life: family, friends, neighbours, co-workers. Include even your doctor, auto mechanic, distant relatives, former classmates, your child's teacher, and friends at your school or place of worship. Don't leave anyone out. Next to each name on your list, write the method by which you will contact this person for a donation: a face-to-face meeting, a phone call, an email from your Personal Page.

## **Frequently Asked Questions**

### **Who can jump?**

- Any individual over 18 years old who has registered and has a minimum of \$1,000 in pledges.
- It is not recommended to jump if you suffer from chronic back issues or heart problems. Consult your physician prior to jumping.
- Please bring valid picture ID with you to the jumping site.

### **Will I be jumping solo?**

- No this is a tandem jump – you will be jumping with an experienced skydiver.

### **Can I bring family and friends?**

- Absolutely! We encourage you to invite people to cheer you on.

### **How will I know my jump time?**

- AboutFace will email you with your jump time and instructions a few weeks preceding the event.
- Jumps usually occur from 9 a.m. until dusk. Each club will have their own jump hours.



### **How early should I arrive at the jump location?**

- Come as early as you wish, encourage and watch other jumpers.
- At minimum, plan to arrive approximately 1.5 – 2 hours prior to your jump time.

### **How do I promote my jump?**

- Each registered jumper has their own personal jumper page that can be customized with your own photos and text. The personal page link will be included in your welcome email from us.
- Send this link to your contact list (this will give them direct access to your personal page).
- Download the “How to Fundraise” document for more strategies that will help you achieve your fundraising goals. (Homepage>Jump or Pledge>listed at the bottom of the page under resources and information).
- This information is also located in the team package found under in the Team Challenge section.

### **How do people pledge?**

- Pledge online using the secure payment system on the event registration site **credit card payments only**. Go to [www.leap-of-faith.ca](http://www.leap-of-faith.ca) and click on Jump or Pledge.
- Pay by cash/cheque and record the pledge on a blank pledge form which can be downloaded from your personal page.
- Please bring all cash/cheque pledges with you to the jump.
- Your online total must equal total monies submitted the day of the event or you will not be permitted to jump.

### **How do I prepare for the jump? What do I need to bring?**

- Wear comfortable clothes and footwear.
- Coveralls and all other necessary equipment will be provided at the jump location.
- You will receive a 1 hour jump preparation session at the location immediately preceding your jump.

### **What do I do once I arrive at the jump location?**

- Go to the club office and check in with the AboutFace host.
- Complete all necessary paperwork and confirm your jump time.



### **Tax Receipts**

- Tax receipts will be issued for all donations \$10.00 or more.
- Those paying by credit card will immediately receive their tax receipt via email once their pledge is processed.
- Pledges made by cash or cheque will be processed after the event and mailed directly to the recipient.

### **What if I change my mind?**

- You will never be forced to jump.
- If you change your mind at any time, all pledges will be redirected at the jumpers discretion to one of the following:
  - Another individual
  - Another team member (if you are part of a team)
  - The event as a whole
- Pledges are not refundable.

### **Team Questions**

#### **What is the value of having a team?**

- Jump and achieve your fundraising goals together.
- Create some friendly competition amongst your peers and colleagues.
- Qualify for great prizes. Top fundraising team per location and top fundraising national corporate team.

#### **What do I need to start a team?**

- 2 to 12 people. Can be a group of friends, church, organization or corporation (division, regional office, head office).
- All members must be jumping at the same location.
- Pick a team captain that will register the team (this name can be changed at any time).
- Each member must have a minimum of \$1,000 in pledges day of event to jump.

#### **What is the role and responsibility of the team captain?**

- Register the team name and send this name to potential team members.
- The team captain can be changed at any time. Simply send an email to [info@leap-of-faith.ca](mailto:info@leap-of-faith.ca) with the new captain name.



**Will our team jump together?**

- Each club determines the number of people per jump.
- Most likely your team will jump together in smaller groups.

**What if a member does not reach the minimum pledge amount?**

- All their funds raised to date will either be redirected to another team member, the event as a whole or another individual.
- The affected team member will decide on the redirect option.