

**TEAM Paper Registration Instructions...**  
It's not too late to register your TEAM On-line  
Go to [www.sialbany.org](http://www.sialbany.org)

**Read How to Form a Team on-line**

If you plan to have team members register via paper, it is important to know your responsibility as the Team Captain. Please read through the following information to ensure that your teammates are registered correctly. The sooner you get your team papers mailed in, the sooner we can process them, so your team can track their fundraising on-line. Family and friends can go directly to the site, find the Walker, and donate to them.

**Paper Registration Forms:** Fill out your team information in the designated area at the bottom of a blank Paper Registration Form. Do this BEFORE making copies for distribution to your team members so that the information is complete, consistent and only has to be filled out once.

**IMPORTANT:** When collecting your team's registration forms, please double check the following:

- **A separate entry form must be filled out for each member of your team, including children and babies.**
- **Every form must be signed by the participant or their parent/guardian. Unsigned forms**
- **will be returned for signature causing a delay in their registration.**
- **Verify that the entry form has been completed in its entirety and signed.**

**Team Roster:** Your Team Roster will help you and the Walk Registration Committee verify and track information to avoid errors and oversights. Enter the data for each paper entry form you receive. Submit a copy of your completed roster with your team's forms and money, but keep the original for your records.

**Registration Fees:** When collecting registration fees from your teammates, verify that the amount given equals the total amount indicated on the form.

**TIP:** Designate a date for all paper forms and fees to be turned in to you, and let all of your team members know the deadline.

**Submitting Entry Forms:** Bundle together all of your team member's entry forms, the Team Roster, registration fees and any pledges or donations. Please mail them to: SIA, PO BOX 1475, Albany, Oregon 97321. Mail-In (Checks Only)

**Important Notice to Team Captains:** As Team Captains you will be responsible for picking up the Walk Packet for all members of your team who have submitted a paper entry form.

**Donations:** We are encouraging every participant to set a goal of raising \$150. These can be turned in to the Team Captain, made on-line at our website, or mailed to SIA, PO Bo 1475, Albany, OR 97321 . Registration fees cover the event, but your team donations are what make a difference in our community. Follow your team's progress on-line.

**WEBSITE:** Encourage all your Team members to visit the website to learn more about this event that changes so many lives right here in our community. Also, find tips on how to fundraise as a team and individual.

**T-Shirts:** T-shirts are for participants only. Registration includes a T-shirt. If someone does NOT have a T-shirt, chances are they did NOT register. No permission is given to use the Soroptimist Logos for private T-shirt printing, but you are encouraged to make your team stand out by wearing costumes. Be Creative!

*Now Accepting Visa, Mastercard, Discover and American Express for online donations!*