Dear SMILE on Down Syndrome SMILE Mile Team Captain:

Imagine a world in which all members, including those with Down syndrome, are accepted, are valued for their uniqueness, are respected for their abilities and contributions, and are assured the opportunity and choice to create their own path to fulfillment and success. SMILE is bringing Bright Hope for Tomorrow!

Thank you for your interest in becoming a Team Captain for the 2018 SMILE ON DOWN SYNDROME SMILE MILE on Saturday, October 6, 2018, from 9:00am to noon at the Vanderburgh County 4-H Center in Evansville, IN.

The 2018 SMILE ON DOWN SYNDROME SMILE MILE is a one-mile walk in which anyone can participate without special training. After the walk, you and fellow walkers will enjoy entertainment for everyone, including clowns, face painting, balloons, carnival games, music, silent auction, vendors, and more!

SMILE on Down Syndrome provides a parent network, programs, and services at no cost to people with Down syndrome in the Tri-State. However, we are only providing a fraction of the services and support needed. Our mission is to provide education, support, and resources to individuals with Down syndrome, their families, professionals, and the community, while building public awareness and acceptance of the abilities of individuals with Down syndrome.

SMILE will equip you with all the information you need. You can access our SMILE MILE information and download registration forms and register your team online from our website: www.smileondownsindrome.org.

For more information or support, contact Nikki Davis at 812-449-4118 or nikki@smileondownsindrome.org.

Sincerely,
Nikki Davis
Executive Director
SMILE on Down Syndrome
**Why Form a “Team”??**

**Raise Awareness**  
Down syndrome is a genetic condition that occurs in approximately one in every 733 live births, affecting more than 350,000 people in the United States alone. Recent advances in the understanding of Down syndrome have resulted in dramatic improvements in life span, and individuals with Down syndrome are becoming active participants in our communities. Forming a team helps us raise awareness about Down syndrome and the contributions these individuals make to our communities!

**Enhance the Quality of Life for Individuals with Down syndrome**  
Your efforts will allow us to increase the activities and programs which will enhance the quality of life for individuals with Down syndrome throughout the Tri-State. This money is applied directly to local programs and services. You make a difference!

**Why Form a Corporate Team?**  
**Benefits for your Company & Employees**  
Our annual SMILE MILE draws people together in a healthy activity for a worthy cause. Forming a team is a great way to build morale, team spirit and a sense of camaraderie among employees, as well as increase your visibility in the community. It sends a strong signal that you and your employees care about the health and welfare of your neighbors. In short, it’s good for public and community relations! Team participation costs your company very little since funds are raised through individual donations gathered by team members from co-workers, families and friends.

**Benefits for Individuals with Down syndrome**  
Corporate teams are often able to generate a far larger amount of money for Down syndrome services and research than would otherwise be possible through a direct corporate donation. Of course, the best reason for your team to participate in the **2018 SMILE ON DOWN SYNDROME SMILE MILE** is the satisfaction you and your teammates will have from knowing that the dollars you raise will help fund programs for people with Down syndrome in our community.

**How do I Form a Team?**

1. Recruit members on Team Member Sign Up Sheet.
2. Copy and distribute Donation Form to each team member.
3. E-mail and send Donation Request Letter to friends & family.
4. Have each team member register and create their own on-line fundraising page at through our website www.smileondowns syndrome.org under the SMILE Mile link, then e-mail everyone in their address book. We will have our Stride website up and running sometime in late APR/early MAY
5. Collect individual Sponsor Forms and donations from team members. Make sure that your team name is indicated on each member's form. Submit forms and donations to SMILE on Down Syndrome.
6. For corporate teams, ask your employer about matching your donation.
7. Drop off donations and registration forms at the early bird registration (Friday, OCT 5, 2018). T-shirts and may be picked up that day, or you can bring your donations and registrations the day of the walk.
TEAM CAPTAIN COMMITMENT FORM

Please sign me up to be a Team Captain!

NAME: ______________________________________________________________

TEAM NAME: __________________________________________________________

ADDRESS: __________________________________________________________________

CITY, STATE, ZIP: __________________________________________________________________

HOME PHONE: ___________________ WORK PHONE: ___________________

E-MAIL: __________________________________________________________________

CHECK ONE:  ☐ Family Team  ☐ Corporate Team

SO THAT WE MAY SERVE YOU BETTER, PLEASE TELL US A LITTLE BIT ABOUT YOURSELF:

✓ THIS IS MY _____ YEAR PARTICIPATING IN THE SMILE ON DOWN SYNDROME SMILE MILE

✓ I HOPE TO RECRUIT A TEAM OF _______ MEMBERS.

✓ MY GOAL IS TO RAISE $___________ FOR DOWN SYNDROME.

✓ MY INSPIRATION: _________________________________________________.

Register Online OR Mail your Team Captain Commitment Form to:
SMILE on Down Syndrome
Nikki Davis
Executive Director
PO Box 994
Newburgh, IN 47629
Phone: 812-449-4118
E-mail: nikki@smileondownsyndrome.org
Register your team online at www.smileondownsindrome.org under the SMILE Mile link or return this form to:
SMILE on Down Syndrome
ATTN: Nikki Davis, Executive Director
PO Box 994
Newburgh, IN 47629
E-mail: nikki@smileondownsindrome.org

Team Captain: ______________________________  Team Name:  _______________________________
Home Phone:  ______________________________  E-mail:  _______________________________  Work Phone:  ______________________________

First Name  Last Name  Address (City, State, Zip)  Telephone  E-Mail  T-shirt Size  Minimum of $30 received (✓)

Total shirts:
Adult: ___ S ___ M ___ L
___ XL ___ XXL ___ XXXL
Youth: ___ XSM ___ S ___ M ___ L

SMILE on Down Syndrome is a 501 (c)(3) non-profit organization. Thank you for your support.

Waiver: In consideration of me and/or my minor child being permitted to participate in the SMILE on Down Syndrome SMILE Mile, I hereby-for myself, my heirs and personal representatives-assume any and all risks which might be associated with the event. I further waive, release, discharge and covenant not to sue SMILE on Down Syndrome, its officers, employees, sponsors, organizers, volunteers or other representatives or their successors and assigns, for any and all injuries or damages of any kind whatsoever suffered by myself and/or my minor child as a result of taking part in the events and any related activities. I also authorize the use by SMILE of any photo, film or videotape taken of me or my minor child at the event for any purpose.

Signature______________________________________________  Date______________________________

□ Family or □ Corporate Team

(Total shirts:
Adult: ___ S ___ M ___ L
___ XL ___ XXL ___ XXXL
Youth: ___ XSM ___ S ___ M ___ L
(Sizes available while supplies last)
Donations may be made online at your own fundraiser page at www.smileondownsyndrome.org and following the SMILE Mile links or you can use this form. If you are part of a Team, submit this form with the money you have collected to your Team Captain. Others, please send form to SMILE on Down Syndrome, PO Box 994, Newburgh, IN 47629. Make donations in cash or checks payable to SMILE on Down Syndrome. (Please do not mail cash)

*Donations are tax-deductible*

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Total $  

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Signature _____________________________ Date _____________________
HOW TO RAISE $250 IN ONLY TEN DAYS!
Remember your "sphere of influence"

CONSIDER: exercise/work-out buddies, your child’s sports team coaches (or other parents), friends, neighbors, work, daycare, etc. Don’t hesitate to contact your neighbor down the street who is also the CEO of a company and may want to become a major sponsor for the SMILE Mile.

HOW CAN YOUR COMPANY GET INVOLVED? A district manager of a national retail chain encouraged her company to participate. The employees of each store challenged one another to form at least one team per store and raise money for Down syndrome. They had fun while increasing morale!

GET YOUR CHILD’S SCHOOL INVOLVED! (Remind the school that October is also Down Syndrome Awareness Month) A teacher at a private school implemented "dress down" day for the entire student body & faculty. For a $5.00 donation, a student or teacher could dress in jeans or other casual clothes for a day, instead of the uniform. — If students already have a casual dress policy, allow them to wear a hat, shorts or other attire that is otherwise not permitted.

GET YOUR RELIGIOUS ORGANIZATION INVOLVED! Ask to put a poster on the bulletin board. See if any announcement can be made during services. Leave a donation envelope in the break room or in the lobby.

A HIGH SCHOOL STUDENT IN TEXAS THOUGHT OF THIS IDEA. He wanted to support his basketball coach who was raising money for another cause. He rallied all his buddies to not rent a tuxedo for their prom in May. Instead, they decided to donate the amount they would have spent on their tuxedos to support their coaches’ cause! The SMILE on Down Syndrome SMILE Mile is well past prom season, but is there another twist on this idea that would work for your team?

HOW ABOUT SUGGESTING A LETTER-WRITING ASSIGNMENT! Students can compete to see who receives a donation from the longest distance away. Ask students to write letters to those who live out of state or out of the country. The student who brings in a check from the farthest distance wins! (The teacher can simultaneously provide a lesson on letter writing appropriate to their grade level.)

CONTACT YOUR CHILD’S GIRL/BOY SCOUT TROOP. Scouts are encouraged to be involved in their community and participate in the “Do a Good Turn” campaign.

SOME ADDITIONAL WAYS YOU AND YOUR KIDS CAN RAISE MONEY FOR THE BUDDY WALK:
Car washes, Garage Sales, Hold a dog wash (like a car wash) and ask for $5 to $10 a dog. Have a lemonade stand; or sell bottled water (with a mark-up) during your neighborhood garage sales. Have a day where you ask all co-workers to “empty their pockets” for the and collect everyone’s spare change.

Please note that we would appreciate all fundraisers be approved through SMILE on Down Syndrome in order to help maintain our branding and to provide you with approved with logos for the organization and the event.

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<th>DAY #</th>
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<tr>
<td>1</td>
<td>Make A $25 Personal Contribution</td>
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<tr>
<td>2</td>
<td><strong>Plus</strong> Ask Your Significant Other For $15</td>
<td>$40</td>
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<td>3</td>
<td><strong>Plus</strong> Ask Your Mom Or Dad For $15</td>
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<td>4</td>
<td><strong>Plus</strong> Ask A Friend For $15</td>
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<td>5</td>
<td><strong>Plus</strong> Ask Your Boss For $25 (Ask If Your Company Has A Matching Gifts Program!)</td>
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<tr>
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<td><strong>Plus</strong> Ask Your In-Laws For $15</td>
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<tr>
<td>9</td>
<td><strong>Plus</strong> Ask 2 Neighbors For $15 Each</td>
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<td>10</td>
<td><strong>Plus</strong> Ask A Business Owner For $50 (Dry Cleaner, Favorite Restaurant, Grocer, Etc)</td>
<td>Totals $250</td>
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HOW TO RECRUIT MEMBERS FOR YOUR TEAM

START WITH THE PEOPLE WHO ARE NEAREST AND DEAREST TO YOU, THEN WORK OUTWARD TO OTHERS. Consider family members, friends, neighbors, business associates, others in the community (your hairdresser, grocer, florist, etc.)

CONTACT POTENTIAL TEAMMATES IN PERSON OR BY PHONE. Send e-mail and letters to any you can’t reach directly. Personalize your approach by asking them to help you support this important cause. Explain to them why it’s important to you, and how you’ve become involved. Never forget the power of the face-to-face meeting. People will walk because you asked them. You speaking directly to a potential walker or donor will show that you are dedicated to the cause. And remember to follow up!

ENCOURAGE YOUR TEAMMATES TO SPREAD THE WORD. Invite others to join your team or start a team of their own.

HOLD A TEAM GET-TOGETHER. Get everyone involved and excited. See how everyone’s donation drive is progressing and use the materials in this packet to give them advice and encouragement.

HOW TO PROMOTE FRIENDLY COMPETITION AMONG WALKERS

- Coach walkers to raise at least $250 each.
- Create some of your own personal team incentives (2 movie passes for the highest fundraiser)
- Have a Team Name! It shows unity and interest! Charlie’s Angels; Katie’s Krew; Happy Birthday Zachary; etc. Have team members offer suggestions or vote on their favorite name.
- Incorporate pictures of your friend with Down syndrome in creative ways (buttons for team members; 8½ x 11 signs to carry when soliciting pledges; thank-you letters; save-the-date cards; poster for the day of the walk)
**LETTER-WRITING or EMAIL CAMPAIGN**

The most effective way of raising money is to conduct a letter-writing or e-mail campaign:
- All you have to do is ask.
- Walkers who conduct a letter writing campaign raise an average of 5 to 10 times more money than those who do not. The average walker raises $100. The average letter writer raises $500 to $1,000 and above!
- You’ll have so much fun going to your mailbox or inbox each day to see the responses roll in!

> Just follow the steps and watch the donations pour in!

1. **WRITE THE LETTER**
The letter should explain your reason for participating in the walk and you can send the letter to friends and family across the country, or to your neighbors and classmates. Perhaps you or someone you know is directly affected by Down syndrome. Your letter should reflect your genuine desire to help raise funds for programs and services of SMILE. Including a photo works! So does including a self-addressed, stamped envelope to return donations. Include a line in your letter asking that donations be mailed directly to you. We want to be sure you/your team receive proper credit for all donations collected. **All checks should be made payable to: SMILE on Down Syndrome.**

When writing your letters, invite people and give them the option of walking with you as a member of your team, in addition to just making a contribution. One Team Captain wrote a letter to everyone who supported her in a walk the previous year and asked them to not only sponsor her again this year, but for them to ask at least one new person to donate. She doubled her fundraising efforts with just one letter. Pretty cool!

2. **DUPLICATE THE LETTER**
Print multiple copies of your letter. Sign each letter individually, perhaps with a personal note like “Thank you in advance for your support.”

3. **MAIL THE LETTER VIA MAIL OR EMAIL**
Look over your address book, holiday card list, rolodex, neighborhood directory and wedding guest list. Mail to your family and extended family, friends, neighbors, business associates, vendors, the temp agency your company uses, the office supply company, your accounting and law firms, coffee-supply company, clubs or organization that you and your family are involved with throughout the year. It’s also a great excuse to catch up with friends you haven’t heard from in awhile! Ask for a specific amount (don’t be afraid to ask for $50; you’ll be glad when you receive $25!). And, remember to enclose a self addressed envelope.

4. **SET UP YOUR FUNDRAISING PAGE**
Go to www.smileondownsyndrome.org and go through the link to set up your own fundraising page. E-mail the page to all your friends, family and associates.

5. **WATCH AS THE RESPONSES ROLL IN!**
It will be exciting to get the mail when donations start arriving. You will be surprised how quickly you can surpass your $250 walker goal!

6. **GIVE THANKS!**
As always, remember to sincerely thank everyone who supported you. Take pride in knowing you did your best to support SMILE on Down Syndrome!