

Team Captain Handbook 2024



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Team Captains,

Let me be the first to welcome you to one of the most life changing opportunities this campus has to offer. I cannot wait to watch you all dive right in and see the ways it will impact and change you over the next couple months as well. In this handbook, you will find everything you need to know about how to get involved with DanceBlue and lead your team as a Team Captain. From DanceBlue's very beginnings, to how to register as a team and fundraise, to dancer spots, we've tried to answer all of the questions we usually get about who we are and what we do. It is our hope that this year's marathon will be full of passionate, eager, and servant-hearted students from all over campus that are willing to unite in order to put an end to pediatric cancer. We won't stop until cancer does!

Joy Prevails,

Christy Kirkham

2024 DanceBlue Dancer Relations Chair

dancerrelations@danceblue.org



I DanceBlue....

to continue Jarret Mynear's mission of giving kids something to look forward to. DanceBlue is a glimmer of hope in the face of the unimaginable. To be able to see the smiling faces on these kids during the marathon makes everything we do so much more worth it. I DanceBlue to experience the overflowing joy, love, and support for the kids and families at the DanceBlue clinic. I am so grateful to be part of something so much bigger than myself and to spread so much hope and love to these kids facing some of the hardest moments in their lives.

Caroline Harper
Returning Team Coordinator
returningteams@danceblue.org



I DanceBlue....

to give back to the children, families, and healthcare workers at the Kentucky Children's Hospital! DanceBlue is so much bigger than just fundraising and dancing, and the fact that college students are able to do all of this and make such an impact is something that I am so proud to be a part of. DanceBlue, to me, means joy, it means hope, and it means love!

Alison Lewis
New Team Coordinator
newteams@danceblue.org





I DanceBlue...

To bring as much hope and joy as possible into every day for those who need it most. For the brave children and families going through the toughest fight of their lives. To grow, learn, and work among the most caring and dedicated community. And to ensure a brighter future for the kids!

Anna Keplinger
Dancer Outreach Coordinator
danceroutreach@danceblue.org

I DanceBlue....

For possibility. The possibility to be involved in a community that is making a direct impact on countless people's lives and bring hope to so many. I dance for joy and continuing the mission of Jarrett Mynear of bringing joy to every child until the day there is a cure. Until that day, DanceBlue will bring hope, joy, community, and possibility to every child and their family in the Clinic.

Alex Wesley
Fundraising Chair
fundraising@danceblue.org



I DanceBlue....

to ignite powerful senses of compassion and empathy within the community of Lexington, and continue creating and spreading joy to those who need it most. DanceBlue provides children and families with moments of distraction and fills them with the hope that often gets lost while someone they love is battling cancer. It's a uniting force that connects people from all different ages, occupations, and backgrounds, giving them a reason to keep leaning on and loving each other. I DanceBlue to ensure that its love and support is present everywhere you turn!

Ally Curry
Team Fundraising Coordinator
teamfundraising@danceblue.org



Meet the Chair Team

- Caroline Sumner - Overall Chair
- Garrett Towe - Corporate Chair
- Christy Kirkham - Dancer Relations Chair
- Alex Wesley - Fundraising Chair
- Meghan Ratliff - Family Relations Chair
- Lakin Puckett - Operations Chair
- Ashton Rudy - Programming Chair
- Matt Bartholomai - Technology Chair
- Isaac Sutherland - Mini Marathons Chair
- Annika Hijalda - Marketing Chair
- Jon Reynolds - Community Relations Chair



Your Captain Responsibilities

As team captain, you should:

- Relay any and all information to each member of your team.
- Attend bi-weekly meetings in the fall starting on Oct. 25th, and weekly meetings in the Spring leading up to the marathon. All of these meetings are mandatory, and will be held on Tuesdays at 5:00 pm. The one on October 25th is going to be held on a Wednesday because of fall break. If you are not able to make it, you can send any member of your team to fill in for you.
- Communicate Spirit Point and Fundraising totals to your team members based on updates from the DR chair.



- **Filling Dancer Spots for your team:** All dancers who are awarded dancer spots must have at least met the minimum fundraising requirement. If your team is not awarded enough spots for every dancer who met the minimum on your team, it will be at our discretion to make dancer cuts based off of fundraising and spirit point totals.
- Regularly check your email and DanceBlue social media for new information.
- Note: If at any time fundraising becomes too big of a challenge for your team, your team can get approval from the Dancer Relations team to fundraise and pool your money to send a select few of your members to dance at the marathon.

■ The Best Ways to Fundraise

Restaurant Nights

This is the most common form of fundraising. Contact any local restaurants and ask if your team can host a night at their location, in which your team will receive a certain % of the proceeds. Be sure to be in contact with DanceBlue's Team Fundraising Coordinator to get your night approved.

Letter and Email Drive

DanceBlue will happily coordinate contact for you with family, friends, or any other potential donors. When prompted, submit emails or addresses your team would like to contact about fundraising for your team. Our committee will be mailing all letters for teams and will contact all email addresses and encourage them to donate through our online portal on your behalf.

■ The Best Ways to Fundraise

Canning

Teams are assigned a neighborhood and will go door-to-door to ask for donations and tell people about DanceBlue. We will take care of the planning – all you have to do is show up to the DanceBlue office with your team, transportation, and a positive FTK attitude!

Get Creative!

Team Fundraising Policies

- All possible team fundraisers must be submitted in the form provided including all information about your particular fundraiser (team, location, time).
- Each team is allowed 2 restaurant nights and 2 other events a semester to offer for spirit points
- DanceBlue will promote your events on the DanceBlue calendar (as long as you submit in time and are approved).
- Teams are responsible for providing a copy of the QR code for participants to obtain Spirit Points. These are available on the website or in the DanceBlue office.
- If DanceBlue overall is hosting a fundraiser, no other team can have a fundraiser that night.
- Email Ally Curry at teamfundraising@danceblue.org for any questions.



Spirit Points

- Spirit Point distribution
 - 3 points- Team fundraisers (ex: restaurant nights, bake sales, etc.)
 - 3 points- Community fundraisers (ex: Blood Drive)
 - 5 points- DanceBlue fundraisers (DanceBlue Moe's Restaurant Night, Goodwill givebacks, etc.)
 - 5+ points- Stay tuned for Color Me Blue 5K, Silent Auction, and more to come!
- It is the **responsibility of the Team Captain** to print out the QR code for Spirit Point check-in.
 - Members are only allowed to sign in for an event once unless otherwise designated for Overall DanceBlue events.
 - ****POLICY:** The BBNvolved form has a timestamp for every submission. This year DR will be removing spirit point events from BBNvolved 2 weeks after the original date of the fundraiser so that late submissions are not recorded. Please try and submit your spirit point submissions within 48 hours or earlier.



Monthly Reports

Starting in the month of November, there will be a Google Form Monthly Report sent out for each Team Captain to complete. The Monthly Reports will need to be filled out and submitted one week after they are received.



■ Incentive Program



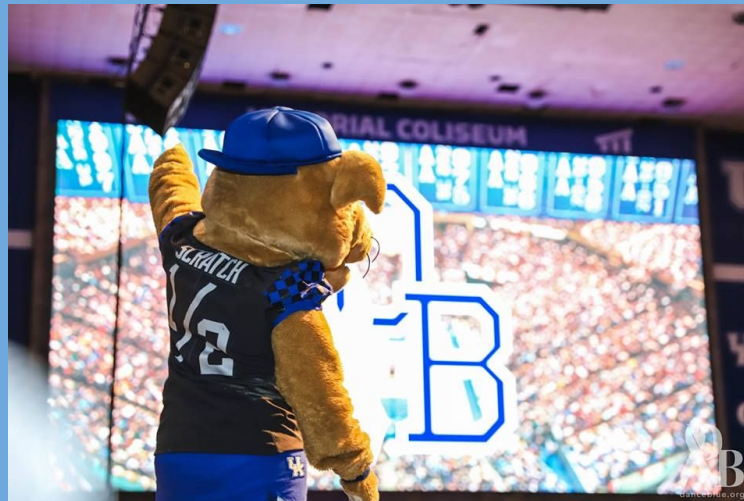
The DanceBlue incentive program is a way to encourage dancers to go above and beyond their fundraising goals!

This year, there will be multiple, different incentive levels for dancers to reach! We promise that this year's incentives are going to be better than ever, and you really do not want to miss out – so keep on fundraising!

Frequently Asked Questions

What does all the money raised by DanceBlue go to?

All of the money that is raised through DanceBlue is donated to the Golden Matrix Funds, which then works to support the kids of the DanceBlue Kentucky Children's Hospital Pediatric Hematology/Oncology Clinic, as well as research done at the Markey Cancer Center. The goal of the Golden Matrix Funds are to provide care and support for the kids through giving them and their parents comfort.



What is required of a dancer?

- 1) Must be a full time UK student
- 2) Join and register a team between August 22nd and October 19th.
- 3) Fundraise the minimum and participate all year long for spirit points. The more \$ and points, the less likelihood of receiving a dancer cut.
- 4) Register during the dancer registration window, which will be announced in the coming months. You must complete the registration form online, and pay a fee for DanceBlue's operational budget.
- 5) Attend the mandatory dancer meetings the week of the Marathon.
- 6) Full participation with adherence of rules in all DanceBlue events, fundraisers, and of course the Marathon.



What are dancer spots?

Due to limited space in our future venue, DanceBlue is given a limited number of dancer spots allowed on the floor. If more people than this number are interested in dancing, dancer cuts must be made. You can lower your chances of getting cut by fundraising as much as possible and by obtaining spirit points by attending various events throughout the year.

How much money am I expected to raise?

All members participating in DanceBlue are expected to fundraise the minimum set. The minimum for DanceBlue 2024 is \$416. DanceBlue is more than happy to assist in any way to help each dancer reach their goal.

***Fundraising the minimum does not guarantee a dancer will receive a dancer spot so continuing to fundraise beyond that is encouraged!



How do I know how much money my team has fundraised?

You can find this information on your DanceBlue Funds account at this link: dancebluefunds.uky.edu To log into your account, use your LinkBlue username and password. If it does not work, it is because your account has not yet been setup; in this case send an email to Alex (fundraising@danceblue.org).

Please remember that DanceBlue Funds takes a while to update, so give it time when expecting a donation – DanceBlue has received and recorded all your money so be patient and do not worry!

■ How do I register my team?

If you are wanting to be a team captain you MUST register. The form is on BBNvolved and can be found on the website under "Students" tab and in our Instagram bio. This applies to those who are on returning team and even may have the same captains because we need a new registration. I encourage you to tell your friends about this also because it doesn't have to be an organization -- just a team captain and 2 other interested individuals. The registration closes October 19th, but the Early Registration Date for 100 spirit points is 9/30!!!

Still Have Questions?

Any Questions Regarding the Marathon
or anything Dancer/Team Captain
related:

Contact: Christy Kirkham

Email: dancerrelations@danceblue.org

Phone:

Any Questions Regarding Fundraising:

Contact: Alex Wesley

Email: fundraising@danceblue.org

Phone: (502) 542-4712

Instagram: [uk_danceblue](https://www.instagram.com/uk_danceblue)

Twitter: [@UK DanceBlue](https://twitter.com/UKDanceBlue)



Until the Battle is Won...

