



Kick

CF



colleges curing cystic fibrosis

Team Leader Guide

Team Guide

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Recruit

Kick CF Teams

Kick CF - Colleges Curing Cystic Fibrosis is a single elimination, charity kickball tournament benefiting the Cystic Fibrosis Foundation.

Teams of 10-15 people will participate in fundraising, publicity, and an afternoon of competitive fun. Join a team with a group of friends, classmates, professors, or a sports team to compete to find a cure for CF.

Three Easy Steps for a Winning Team:

- Recruit
- Register
- Fundraise

Team Recruitment

Kickball is an exciting team sport that is fun for people of all ages to compete against one another. Start recruiting your team one to two months prior to the big kickball tournament. It's easy to find a group of 10 people to join you!

Where to Look:

- Friends
- Residence Halls
- Clubs/Organizations on campus
- Sorority and Fraternities
- Family
- Professors
- Campus Employees
- Local Businesses and Co-workers

How to Register

After recruiting a kickball team, register and begin fundraising.

Step by Step Registration

- Each individual must pay a \$10 registration fee to reserve a spot in the tournament
 - Individual and Team Registration Forms are included.
 - Deadline is two weeks before the kickball tournament.
- Each team must then participate in additional fundraising to raise a total of \$200 per team.
 - About \$50-\$100 more than the initial team registration fee must be raised to meet this goal.

How to Pay Registration Fees and Collect Money

- Cash
- Check
- Donate online at www.cff.org
 - Click “Donate Now” and print your receipt

Kick CF! Colleges Curing Cystic Fibrosis Roster and Waiver

Return completed form by [DATE] to:

**[INSERT CHAPTER
INFORMATION HERE]**

By signing below, I hereby signify that the Cystic Fibrosis Foundation, its local chapter, sponsors, volunteers and all other organizations and persons connected with this event, cannot to be held responsible for any injuries which I may suffer while taking part in this event or as a result thereof. I hereby waive any claim for damages to my person or property.

<u>TEAM MEMBER NAME</u>	<u>E-MAIL</u>	<u>PHONE</u>	<u>SIGNATURE</u>
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

*I hereby certify that all the above team members meet the Kick CF team requirements.
Please use two sheets for additional team members*

Team Captain Signature: _____ Date: _____ Phone: _____

Team Timeline

1-2 months before event

- Recruit your team.

1 month before event—until day of event

- Raise additional funds.
 - Participate in team fundraising events.
 - Use a letter writing campaign.
 - Accept donations from people who cannot play in the tournament, but still want to support your efforts.
- Publicize and promote the kickball tournament.

2 weeks before event

- Continue to publicize the event.
- Register and collect individual entry fees.

1 day before event

- Confirm team participation and game strategy.
- Get team members excited for event.

Day of the event

- Play kickball.
- Raise CF awareness.
- Have fun .
- Turn in all donations.

After the event

- Write letters to thank those who supported team efforts.
 - Email or mail thank you notes to letter writing campaign donors.
 - Thank team members for joining in on the fun while supporting a great cause.
- Plan to participate or get involved in the *Kick CF* club next year.

Letter Writing Campaigns

Write a personalized letter and send it to friends and family. Some tips for letter writing:

- Keep your letter brief
- State your own commitment to the CF cause
- Mention your specific fundraising event
- Explain why donating is important and where their money will go
- Ask for a specific donation amount!
- Outline ways your donors can get their money to you and your organization
- Thank your donor!
- Sign your letter and address your envelope by hand!

Sample Letter or Email to Friends and Family

If you mail a letter, be sure to include a self-addressed envelope!

Dear [Name],

Cystic fibrosis (CF) is a life-threatening genetic disease that affects the lungs and digestive system. Advances continue to be made in finding a cure, but your help is needed now—more than ever—to sustain the momentum of life-saving research. Too many young lives depend on this vital research to let it go unfunded!

Kick CF - Colleges Curing Cystic Fibrosis is the Cystic Fibrosis Foundation's newest national fundraising event. This year, I'm playing in the *Kick CF* Kickball Tournament at the [Event Name] site on [Event Date]. Please help me meet my fundraising goal of [Goal] by sponsoring me. You'll feel confident in knowing that your generous gift is used efficiently and effectively: nearly 90 cents out of every dollar you contribute goes directly toward supporting research, specialized care and educational programs that improve the quality of life for those with CF. And, your gift is tax-deductible.

Making a donation is easy. You can donate online at <https://www.cff.org/GetInvolved/ManyWaysToGive/Donate/index.cfm> and enter [our organization name] as a donation message. You can also send a donation in cash or by check payable to the Cystic Fibrosis Foundation at any time before [Event Date] to [Treasurer's name and address] in the envelope I have included. Any amount you can donate is greatly appreciated!

Donating to *Kick CF - Colleges Curing Cystic Fibrosis* is such a simple and effective way for you to show your support for this important cause. Together, we can make a difference in the lives of those with CF. Once again, thank you for supporting the mission of the CF Foundation.

Best,

[Your name]

Sample Letter to Businesses

Be sure to include a self-addressed envelope with your letter!

Dear [Enter vendor's company name here] Partners:

My organization, [Enter your organization name here], has made a commitment to the Cystic Fibrosis Foundation to participate in their annual, nationwide kickball tournament event called *Kick CF - Colleges Curing Cystic Fibrosis*. I am writing to ask for your help and to enlist your support for this most worthwhile event.

Cystic fibrosis (CF) is a life-threatening genetic disease that affects the lungs and digestive system. More than 10 million Americans are symptomless carriers of the defective CF gene. Much progress has been made toward finding a cure for CF, however, the CF Foundation's work is far from over, as precious young lives continue to be lost to this disease.

At [Enter your organization name here], we are supporting the CF Foundation by participating in *Kick CF*. I will be competing on [Enter date here] in [Enter location here] with a large group of students and people from other local companies and organizations. Collectively, our team would like to raise more than [Enter your organization goal here] for vital CF research and care programs. I would appreciate a donation of [Enter amount here] from you, or whatever your budget allows. Your charitable contribution is 100 percent tax deductible. Please let me know if you will be making a donation, and send your check, made payable to the Cystic Fibrosis Foundation, to [Enter your name and address here].

Your contribution will enable the CF Foundation to take full advantage of the tremendous opportunities in CF research and care options that are now on the horizon. The path to finding a cure for CF is paved with numerous research opportunities—any one of which could have a profound impact on the lives of those with the disease. The only thing standing in the way of a cure is additional money to fund this life-saving research. Your support allows us to give children and adults with CF the quality of life and future they deserve.

Thank you for supporting this important cause!

Sincerely,
[Enter your name here]

Smaller Fundraising Events

Team fundraising events are great for raising the additional registration fee for your team, promoting the kickball tournament, and bonding with your teammates.

Consider holding a smaller fundraising event to raise additional funds and increase awareness of CF. These fun events offer room for flexibility and creativity in fundraising and awareness events.

Some ideas include:

- Bracelet sale
- Bake sale
- Water balloon fight (charge a small fee for entrance and a certain number of balloons)
- Dunk a professor
- Chocolate and rose sale
- Benefit concert or party
- Clean dorm rooms
- Singing telegrams
- Late-night food sale
- Fashion show for charity
- Car wash
- Pin-ups (donate to get your name on a wall)
- Raffles
- Breakfast grams
- Yoga sessions
- Spaghetti dinners

Kickball Rules

- Teams consist of 10-15 players
- Games are to last 5 innings each
- No bouncy pitches
- Pitcher must stay behind the pitching mound until the ball is kicked
- All players must field behind the pitcher until the ball is kicked
- Catcher may not cross home plate until ball is kicked
- All kicks must occur behind home plate
- Bunting is only allowed by female kickers
- Runners must stay within base line
- Fielders must stay out of baseline
- Leading and stealing is not allowed
- Hitting a runner in the head or neck is prohibited
- Tagging-up is permitted
- Players may advance one base as a result of an infield error
- Foul balls are not strikes, however four foul balls is an out
- Only injured players may be substituted

Day-of Event

- Arrive at least 15 minutes prior to your first game.
- Turn in any outstanding forms or donations.
- Enjoy the day!

Talking Points About CF and the Foundation

Use these talking points to connect your donors to cystic fibrosis and the CF Foundation!

- Cystic fibrosis is a life-threatening genetic disease that affects approximately 30,000 children and adults in the United States. 10 million Americans are unknowing, symptomless carriers of the CF gene.
- The Foundation is the primary sponsor of critical research that is making tremendous advances toward a cure and control for this disease.
- The Foundation has adopted an innovative business approach to drug discovery and development that is emulated by other nonprofits. This approach has been widely recognized by organizations including the National Institutes of Health and publications such as *Forbes* and *USA Today*.
- Fifty years ago, children with CF usually did not live long enough to attend elementary school. Today, because of Foundation-supported research and care, the median predicted age of survival for people with CF is in the mid-30s. We need your continued support to add even more years to the lives of those with CF.
- Virtually all of the approved CF drug therapies available today were made possible because of the support of the Foundation.
- The Foundation is one of the most effective and efficient organizations of its kind. It has received a four-star rating for sound fiscal management from Charity Navigator, the largest independent charity evaluator in the United States, and is an accredited charity of the Better Business Bureau's Wise Giving Alliance.
- The Foundation receives no federal funding and depends on the generosity of individual donors and corporations to support our lifesaving mission.