

Team Captain Envelope



 AMERICAN LUNG ASSOCIATION.

Team Captain Name _____

Corporation/Organization/School _____

Address _____

Daytime Phone _____ Fax _____

Email Address _____

INSTRUCTIONS

1. Make sure the walker collection envelope or donation form is completed (name, address, money turning in, money outstanding, and T-shirt size) for each Team Member.
2. Collect and count money turned in from all of your Team Members. Ask Team Members to count the donations collected in cash and write a check to the American Lung Association for that amount (*For safety reasons we ask that checks be turned in*)
3. Collect information and walker donation Collection Envelopes from your Team Members.
4. If you have more than 20 Team Members, please use additional envelopes.
5. Place all envelopes and donation forms from Team Members in this envelope before sealing.
6. Turn this envelope to the American Lung Association before the walk.
7. Pick up an official event T-shirt for all Team Members who have raised \$100 or more.
8. Have a great time fighting for clean and healthy air!

	Team Member (First and Last Name)	\$ Enclosed	T-shirt size (S, M, L, XL, XXL)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
	Other Contributors		
	TOTAL	\$	