

# Where Do I Begin?

By now you are thinking to yourself “Ok, I have this packet and I want to put a team together BUT where do I start?”. We will walk you step by step through the paperwork and process leading up to race day. All of the forms in the packet are available on our website at [www.mendohumanrace.org](http://www.mendohumanrace.org) . Please read all information and forms in the **Participant Packet** completely.

1. Fill out the **Entry Form for Organizations** completely and return to our office as soon as possible. Once we receive your form we will assign you a team number and will send you an email with your team number. Entry form may be mailed to 776 S. State St., Suite 102B, Ukiah faxed to 462-2531.
2. Have each team member fill out the **Walk Registration Form** or **Runners Registration Form** and either the **Adult Waiver** or **Child Waiver**. We must have a registration form and a waiver form for each race participant. Please see **New!! Registration Day Procedure** information sheet on our website for step by step race day registration instructions.
3. You will need to pick up your **pledge envelopes** for your team members from our office at 776 S. State St., Suite 102B, Ukiah.
4. We also have **posters, post cards and keychains** in our office. Teams can put posters up to announce the race, post cards are a great way to ask for support for your team and the keychains are a great way to say “Thanks” for your donation!
5. **START FUNDRAISING!** Get your team members out there securing pledges! As the Team Leader it is up to you to motivate your team to raise money! If you need fundraising ideas or letters, let us know! We are happy to share ideas with you!
6. In the **Participant Packet** you will find a page titled **Important Dates**. Please keep this page handy so that you may stay up to date with what is happening before, during and after the race.
7. Before the first **Bank Night** collect all of your team members pledge envelopes. Print a **Deposit Form** from our website. Number each pledge envelope and make a copy of the front of the pledge envelope and keep for your records. Bring the pledge envelopes and deposit form to bank night. If you unable to make copies we can do it for you!
8. Come to **Mendocino College, 1000 Hensley Creek Rd** on **Saturday, May 8, 2010** and **HAVE LOADS OF FUN!!!!**

