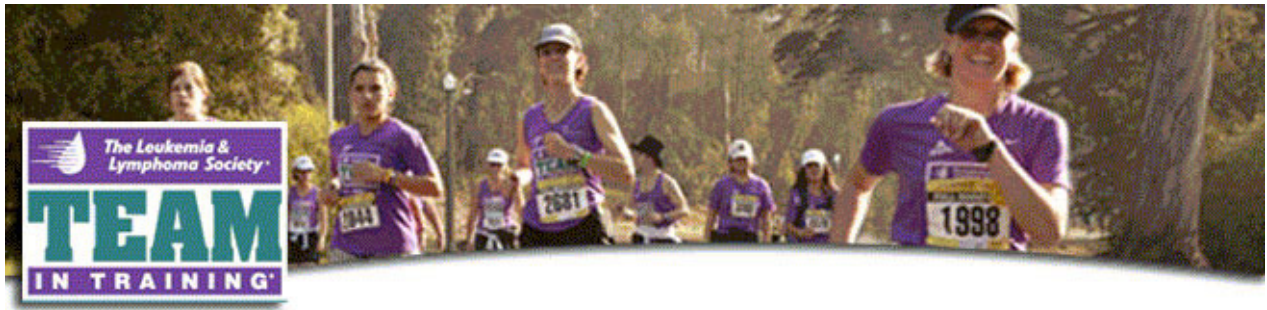




# Mentor Program

INFORMATION  
&  
APPLICATION



## SOUTH CAROLINA CHAPTER MENTOR HANDBOOK

*One Team, One Goal*



### Mentor Program Information

**Please read & complete the application.** You may fax it to 803-731-4066 (Columbia office) or 864-370-2403 (Greenville office) or you may mail or e-mail it to your TNT staff representative.

Being a Mentor is a fun and rewarding way to stay involved with the program and ensure that future participants have as wonderful an experience as you did. Mentors are essential in maintaining participant satisfaction and, more important, in helping to raise much-needed funds for leukemia research.

We are currently looking for **committed and enthusiastic** past participants, who have successfully completed the program, to be Mentors. Please read on about the benefits and responsibilities of being a TNT Mentor.

Your application will be reviewed and an assessment will be made on how many Mentors we will need for the season. If there are more applicants than spaces, please let us know if you would be willing to be a volunteer in another capacity.

# THE TEAM IN TRAINING MENTOR PROGRAM

## The Purpose

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To provide ongoing support to all TEAM IN TRAINING (TNT) participants that will enable each to meet their fundraising goal and complete the TNT program with a high level of satisfaction and success. Mentors are an extension of The Leukemia & Lymphoma Society staff.

It is important that each TNT participant feels connected with The Society, and because the TNT staff is not large enough to maintain constant communication with every participant in TNT, our mentors serve an important role in providing participants a greater feeling of support for The Society and its mission.

Each Mentor will be matched with approximately 5-10 participants who are training for the same athletic event, and will be coached and managed by a Team In Training staff member. Mentors are to speak with each participant either via phone or email every week and are also asked to provide support, answer questions, collect necessary information, pass on weekly Team announcements, as well as other determined responsibilities.

*The more "face to face" contact you have with your participants, the more likely a participant will reach his/her fundraising and fitness goals!*

## The Mentor's Stand

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The following statements express the underlying commitment mentors have for participants and Team In Training.

**I am committed to the success of each and every TNT participant.**

**I believe that each participant of TNT is:**

- capable of and committed to raising their minimum fundraising goal
- a VIP - a valued and integral participant -- giving their time, energy and enthusiasm to an important cause
- deserving of one-on-one attention throughout the program
- making a difference

**Therefore I will do my best to encourage and help each participant to:**

- raise the designated minimum of funds
- attend at least 75% of coached trainings and other Team events
- complete their endurance event
- experience a sense of Team spirit and camaraderie
- come away believing that Team In Training is an incredible experience and program that makes a difference in people's lives
- feel supported in accomplishing these goals



## Mentor Qualifications

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Although every TNT mentor brings a unique set of skills, athletic ability and personality to the program, they all have the following qualifications in common. Qualified mentors:

- have successfully completed a TNT event and have reached their minimum fundraising goal
- mentor in a sport they have previously completed
- are a highly visible presence for the Team throughout the season
- offer creative solutions and opportunities
- provide support, friendship and a constructive example
- are good listeners, people who care and want to help others bring out their strengths
- are flexible and open to help
- do not give up! And remain positive and attentive even when participants are not interactive or responsive to mentor contact
- are supported 100% by TNT staff in fulfilling their responsibilities so that they too receive a rewarding and fun experience

## Mentor Program Benefits

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### Continued Volunteer Experience

Mentors continue their involvement and expand upon their overall TNT experience through forming new friendships with participants, and by dramatically impacting a future participant's entire experience with the organization.

### Event Training

Mentors continue to pursue an extremely detailed and specific training regimen implemented by our knowledgeable coaches and staff members, while deepening their own personal knowledge base of the sport.

### Mentoring Incentives

As a vital service arm of TNT, mentors are offered incentives that are not readily available to first-time participants. These include:

1. Fundraising Mentors-A fundraising credit of 25% of the fundraising minimum associated with your particular event
2. Gear Incentives: Retaining 80% of your participants = TNT jacket, retaining 70% = TNT hat or socks!
3. Non-fundraising Mentor-The ability to pay your own out-of-pocket expenses for event weekend. The Society will pay for your race entry.
4. Mentor T-shirt



# MENTOR'S JOB DESCRIPTION

To ensure a successful season in Team spirit, fundraising and training, following is a list of mentor responsibilities for the Season. Each mentor will work with approximately 5-10 participants in their sport. (i.e. walk mentors will be assigned walk participants).

Mentors play two key roles:

- 1) they support individual participants with their fundraising and training efforts and
- 2) they support the TNT staff with administrative communication and participant updates.

The essence of a mentor's commitment is proactive communication and time dedication. Outlined below is an overview of important events and mentor responsibilities (all items are mandatory unless otherwise noted).

## **1. Attend a Mentor Orientation Meeting**

This important meeting reviews all facets of the TNT mentor commitment, including important dates and requirements. Attending orientation is important to prepare for the upcoming season and to meet fellow mentors.

## **2. Attend Informational Meetings**

Mentors get an early start in forming relationships with future mentees by attending Informational Meetings. Attendance is a great way to meet and have direct one on one contact with new recruits and to support the entire TNT recruitment process.

## **3. Attend the Season Kick-off**

This is the BIG DAY! Mentors are present to welcome new participants and kick off their season with a celebration to meet coaches, staff, mentors, patient heroes and fellow Team members. There will be allotted time for mentors to meet with coaches to review special instructions for the Kick-off and the season.

## **4. Attend the First Training**

This is an important day for new TNT members, often filled with excitement as well as trepidation. Mentors need to be present here to offer encouragement and to make training a fun, rewarding time for the participant!

## **5. Contact All Mentees with a Post Kick-Off Welcome Call**

Mentors call each of their participants promptly after the Kick-off. The purpose is to welcome them to the Team, introduce them to the mentor role, and to remind them about the first training group session.

## **6. Host an Initial Group Gathering**

Mentors host a gathering at the beginning of the season (best if held within two-weeks after the Kick-off) to write and talk about the fundraising letter, a great opportunity to promote Team building and spirit. This gathering can be hosted by a group of mentors in conjunction with a training session or at a separate time and place. (Breakfast after training is always fun!)

*Please note: We encourage mentors to make group gatherings a regular fixture of their group dynamic (i.e. once a week or once a month, after certain workouts, etc.). This assists the participants in building strong relationships with their fellow participants and gaining full benefits from the program.*

## 7. Attend Fundraising Clinic

At the Fundraising Clinic led by TNT staff, mentors share their experiences with the group and assist with brainstorming exercises that help participants prepare a sound and creative fundraising strategy. Mentors work with staff to ensure that each participant is confident in reaching their goal and to follow-up with a mid-season strategy if mentees are having difficulty with their campaign.

## 8. Forward Mentee Fundraising Letters to Society staff person in charge of team.

With the initial group gathering and Fundraising Clinic now completed, mentors receive copies of their participants' fundraising letters and forward to their TNT coordinator. Having this letter on file is a reliable way to know that participants are on track with their fundraising. Starting early is the key!

## 9. Contact All Mentees Weekly

Mentors contact each of their participants on a weekly basis to offer support in fundraising and other aspects of the program, pass along announcements, collect information and generally act as a liaison between the participants and The Leukemia & Lymphoma Society staff. To be successful, this requires at least one regular phone call or email (or weekly face-to-face time at a workout or social event) with each participant, in addition to communicating via email, if available. Mentors must be able to commit to this schedule of regular communication with their participants.

## 10. Utilize Participant Contact Log and submit to LLS Staff Bi-Weekly

The use of this log will let the staff know if there are participants you are having trouble contacting, and will be a part of the mentor updates (see #11). If you prefer, you can record this information in the form of a list of all your participants and their status, or with a spreadsheet of information.

## 11. Coordinate with The Leukemia & Lymphoma Society Staff Bi-Weekly

Mentors forward *mentor updates*, a report on each mentee, to the staff person via fax or email or phone call. The staff person regularly forwards a weekly email with important updates that need to be reinforced to TNT participants. Mentors must make sure to remind participants of deadlines and assist with collecting recommitment packets, event information, etc.

## 12. Attend 75% of Group Training Sessions

Mentors should attend 75% of all Group Training Sessions, and must stay until all participants finish. This commitment ensures that mentors fulfill needed responsibilities (i.e., leading pace groups, taking attendance, watching bags when necessary), build strong and knowledgeable relationships with coaches and fellow mentors as well as stay in touch with their mentees. At trainings and other events, mentors may want to *identify themselves* by wearing Mentor T-shirts or a Mentor nametag. It is good practice for Mentors to introduce themselves at the first couple of trainings so that the participants can get to know them. Mentors are highly visible in order to provide necessary support through *regular attendance*. Mentors should always *check in with the coach* to see where they are needed most. Mentors whose attendance drops below 50% will forfeit their mentor privileges.

## 13. Attend a Team Social/Honored Patient Dinner

TNT staff and mentors will plan approximately two Team socials, offered so that Team members can get together in a relaxed environment and get to know one another outside of the training sessions. Mentors must be able to attend in order to get to know their mentees, especially those who haven't been able to attend trainings.

## 14. Contact All Mentees with a Recommitment Phone Call

Mentors call each of their participants prior to Recommitment. The purpose of this call is to assure participants that they can reach their goals, to assist participants in assessing their strategies and to stress their valued importance in achieving The Society's mission.

## 15. Attend the Post-Season Team Reunion

Rejoice, share stories and pictures, and celebrate a fun and successful season!

The more face-to-face interaction that mentors have with participants consistently throughout the season, the more everyone, mentors and participants alike, will get out of the program! Fulfilling these responsibilities will enable you to become a terrific mentor and valued member of our volunteer network.

THE FOLLOWING PAGES INCLUDE HELP SHEETS, POLICIES AND FAQ'S FOR YOU TO USE AS RESOURCES DURING YOUR SEASON AS A TNT MENTOR



# Be a Hero!

# RECOMMITMENT & FUNDRAISING DEADLINES



Team in Training must set required fundraising minimums for each event. These minimums are set to ensure we keep our program costs at 25% of funds raised, maintaining our credibility to all our donors and most importantly, maximizing the funds we are able to invest in our mission to cure leukemia, lymphoma, Hodgkin's disease and myeloma and to improve the quality of life of patients and their families. Recommitment and fundraising amounts cannot be reduced. In addition, the Recommitment Date (generally 2 months before the event) is based on guidelines and dates enforced by our host hotels, events and travel services and cannot be extended. If participants do not reach their fundraising minimum at the Recommitment Date, we will ask them to secure their spot on the Team with a credit card or check for the difference (between what they have raised and their fundraising goal.) Their card/check will not be processed until the Charge Date approximately one month before the event. At this time Society Staff will charge the difference between what the participant has in Paycor and what the Event Goal is. After this point, the participant can continue fundraising, and can be reimbursed up to twice after the Charge Date. The deadline to request reimbursement is generally 3 weeks after the last event of the season.

**These deadlines are located in the Information Packet you received upon signing up for the program.**

## **Guidelines for Event Deadlines:**

**Recommitment Date:** Date you recommit yourself to the program by pledging with a credit card to raise the full amount required for your event, promising to donate any amount you cannot raise. At this point, at least 25% of your goal must be in Paycor. This date is typically 2 months before your event.

**Charge Date:** Date your full fundraising minimum must be in Paycor, or date we charge the difference in the credit card given at recommitment date.

**Final Fundraising Date:** Final Deadline to turn in donations to request REIMBURSEMENT for what (if anything) we charged on your credit card.

# FIRST CONTACT - THE WELCOME CALL



There are a few important points that should be covered during the initial phone call to your participants. During your initial call you should:

***Establish a relationship with your participants.*** Participants should feel comfortable with you and the TNT program.

***Help your participants understand all the components of the Team In Training program.*** Many TNT participants do not take the time to read the manuals given to them. During the telephone conversation, review the manual and ensure that each participant understands the commitment and support system available. Encourage them to ask questions.

***Take the time to KNOW your participants.*** Talk about non-TNT things. Begin to establish a relationship. If you are rushed, reschedule your call for another time, or drop a fax or email. Each participant should feel supported and excited about their event.

The following are examples of how to break the ice and cover the above points. Please be sure to take notes during your initial call. On the forms provided, write down personal information about each participant so that you can distinguish between "Jack Smith" and "Jane Smith."

***Introduce yourself and congratulate your participant on joining TNT.*** Find out a little bit about them: Why did they sign up? What are their goals and expectations for the program? Ask about their children, job, hobbies, etc.

***Talk to your participant about your personal background with TNT and why you chose to become a Mentor.*** Tell them what you wish for them and your commitment to their success...let them know that you're available to support them in being successful and having a positive TNT experience. Assure them that you are not the "fundraising police," but rather part of the fundraising support system for them.

***Discover if your participant has experience with endurance events.*** TNT alumni often come back to the program, as do experienced marathoners, triathletes and cyclists. Not every TNT participant is a beginner, therefore tailor your mentor style to fit that of each individual. You may learn something in return!

***Explain how the TNT Mentor program works and how they can contact you, TNT coaches and staff.*** Establish what kind of support you will be providing (weekly contact, etc.) Ask them to make every effort to return your phone calls at their earliest convenience.

Do not be afraid to let your participants know where to contact you. Let them know if you cannot receive calls at work, whether email works best, pager numbers, etc. The TNT staff is fully aware that in addition to being a mentor for the TNT program, you also have a full time job and families.

# FUNDRAISING SUPPORT



The Leukemia & Lymphoma Society's mission is to cure leukemia, lymphoma, Hodgkin's disease and myeloma, and to improve the quality of life of patients and their families. With this in mind, fundraising is the lifeblood of our mission. It is also often the component of our program of greatest concern to our participants. Therefore make fundraising support an early and constant part of your relationship with your participant. Start out by doing the following:

***Learn about their past fundraising experience.*** Please try to make sure that the participants understand how fundraising works. Inform them of the deadlines noted in the Information Packet - the fundraising ***Recommitment Date***, the Charge Date, and the Final Fundraising Deadline (the LLS must have each participant's credit card number by the recommitment date in order for air and hotel arrangements to be made). Be encouraging and supportive and recognize that they may feel nervous about fundraising. Let them know that the staff, mentors, and coaches will help guide them along the way.

***Establish a realistic and inspiring fundraising goal for each participant and work with them to create a plan for accomplishing this goal.*** Encourage participants to begin their letter writing campaign early. Emphasize the importance of getting the letters out early and how to follow up. Let them know about fundraising clinics and the deadline for submitting letters for postage and other incentives.

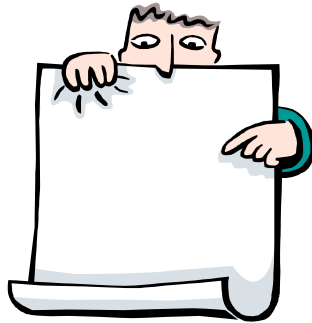
***Explain the logistics of how their donation money is accounted for.*** It is very important that the participant knows the importance of keeping their donations organized. Recommend that they keep their own records showing who donated and how much they donated (i.e., copies of each check). Remind them that no donations should be sent to the TNT office. As a reference, please refer to the fundraising and policies section of the participant manual for details.

***Review the training program.*** Make sure the participant understands that the training calendar is to be used as a guideline. Encourage the participant to contact the coaches with training questions and remind them of the importance of attending the formal and informal training sessions and clinics.

***Questions and Answers.*** Ask and encourage them to ask you any questions that they may have. If there are questions you cannot answer please direct the participant to your staff person.

***Plan the next contact.*** Establish when and how you will keep in contact with your participants. A good place to start is by planning your ***initial group gathering***.

# THE MENTOR'S GUIDE TO ESTABLISHING A SOLID FUNDRAISING STRATEGY



When speaking with participants, develop a plan to help them achieve their goals. Make sure their plan is really going to be sufficient for reaching their goals (i.e., sending out enough letters). Use concrete numbers to make sure their efforts will work.

## For a letter writing campaign:

- It takes 100 people averaging \$35 to reach \$3500
- It takes 150-200 contacts to get 100 people to respond

Emphasize the importance of getting their letters out early and go over the critical elements of a fundraising letter such as suggesting an amount and a deadline date. Ask to review a copy of their letter and gauge how much it inspires you.

About four weeks after the letters have been mailed, it is a good idea to re-evaluate how they are doing and determine if they need to do any fundraising. Follow-up calls, postcards and emails are effective ways to remind potential donors.

If they don't know enough people to raise all funds through a letter writing campaign, discuss additional ways for them to raise money. Estimate how much they can raise from an activity using concrete numbers. Having a plan puts the participants' minds at ease and allows them to really enjoy the program. Once the plan is created, check with them regularly to see how it is going. You may need to revisit the plan and make some changes.

Encourage them to explore creative fundraising ideas. They could read through the Fundraising Notebook with you, or brainstorm with you, covering what their interests are, what contacts they have, and what fundraisers sound encouraging to them. The notebook has hundreds of ideas that have worked for participants in the past.. They can work again! Help them by covering how you raised money to do Team in Training.. ideas always sound better coming from an old pro!



# TIPS FOR AN INITIAL GROUP GATHERING



The initial group gathering will provide a chance for you to get to know your Team at the start of the season, establish fundraising goals and outline expectations of the months to come. Here is a suggested outline to get you started:

## 1. Introductions:

- Ice Breaker
- How long have you been interested in (sport)?
- How did you become involved with TNT?
- Who in your life has been of greatest support to you in TNT?
- Have you or someone in your life been affected by a blood-related cancer?
- Pick a Team name (i.e. Walkie Talkies, Funner Runners, Tri Again). Be creative!

## 2. Letter Writing Campaign

- Motivate Team members to start early. A participant is more likely to succeed if they start fundraising early.
- Direct Team to letter writing samples and information in binder.
- Share successes and pitfalls of your Letter Writing Campaign.
- Suggest incorporating a "return by date" in the letter.
- What kind of follow-up plan do they have?
- Host (or have a Team member host) an addressing/stamping/stuffing party. Invite your Honored Patient!

## 3. Group Fundraising vs. Individual Fundraising:

- Brainstorm individual and Team ideas
- Discuss logistics of a Team fundraiser (i.e. responsibilities, how money is divided). Devise a plan.

## 4. Miscellaneous Details

- Discuss good times for gatherings, phone calls, socials, etc.
- Pass around your "Team Member Information" sheet (a sheet you can create on each person to capture their interests, hobbies, etc.)



# TRAINING SUPPORT



## ***RULE #1 - REFER ALL TRAINING QUESTIONS TO THE COACH.***

As mentor you will spend time and energy with participants new to the sport, assisting them with new experiences, helping them through the challenges of the program. Although you will draw on your training experience to share with your participant, you **MUST** refer all questions regarding injury, problems and other training issues to the Head Coach. Under no circumstances should you attempt to diagnose a problem.

Coaches of Team In Training are in place to provide the best support, advice and encouragement for all of our athletes in the most positive manner possible. Our goal is to provide an enjoyable atmosphere to assure that our Team members get to the starting line healthy and have a memorable experience in the event.

With any endurance-training program, there is always a risk of injury. Coaches will provide expert coaching and a specific training program based on your current fitness level at the point you enter the program and will be consistently monitoring participant progress. Injured athletes have been few in number compared to those people that have successfully completed the program, there have been those who have suffered an injury during the training.

The chapter's injury policy allows injured Team members another opportunity to fulfill their goal of successfully completing a TNT event.

## **Injury Policy**

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If you become injured during the training program, you must first notify the staff and coaches immediately. This will allow the staff ample time to make travel cancellations without being penalized, i.e., hotel room, race application, airline tickets, etc.

If you are unable to complete the event you have registered for and would like to transfer your money to another event, we will let you do so upon receipt of a letter from a doctor. The event you switch to must fall within the same calendar year as the original event you signed up for. Please note any expenses that The Society has incurred will come out of the monies that you have raised, thus you will only be able to transfer the amount you have raised less those expenses.

If you have paid for a single room, extra tickets, etc., become injured and cannot participate you will be responsible for those costs if The Society does not have sufficient time to make cancellations. Similarly, The Society cannot refund you if you have made travel arrangements and payments to extend your stay or to deviate from event weekend. We appreciate your cooperation as these policies help us ensure that the maximum percentage of funds continues to be put toward our mission.

# FREQUENTLY ASKED QUESTIONS

## Regarding Paycor

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**Q: Can the donors send donations directly to Paycor?**

**A:** Donations should be sent to the individual Team member. The participant then sends the donations to Paycor with the tracking form provided in the binder, after having made copies of the donations. (Please note: make copies of blank tracking form.)

**Q: Where do I send the donations?**

**A:** The Leukemia & Lymphoma Society

South Carolina Chapter

Dept. #942

PO BOX 145900

Cincinnati, Ohio 45250

**Q: Do I receive Paycor statements?**

**A:** Yes, each fundraising Team member receives a Paycor Report once a month via the newsletter. However, each Team member should be tracking his/her donations.

**Q: Do I send individual donor forms with each donation?**

**A:** The Paycor Participant Information Sheet located in the binder is the form that needs to be sent with each batch of donations sent to Paycor. The donor forms are for your records, although you may need to transfer some of the information to a Paycor sheet for credit card donations..

**Q: How often should I send my donations to Paycor?**

**A:** Keep in mind Paycor takes up to 3-4 weeks to process donations. Therefore, to meet your recommitment and fundraising goals donations, submit accordingly. You may also consider that your donors would probably like their checks to be cashed in a timely fashion.

**Q: Can I send donations to the local Leukemia & Lymphoma Society office?**

**A:** No, for fastest processing, donations should be sent directly to the Paycor address.

**Q: Can I send donations UPS or Federal Express?**

**A:** No, UPS and Federal Express will not deliver to a P.O. Box. Donations can be sent certified mail to the P.O. Box address.



# FREQUENTLY ASKED QUESTIONS

## Regarding Honored Heroes

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**Q: Who are Honored Heroes?**

**A:** The inspiration behind Team In Training are the Honored Heroes and their families, who serve as the motivation behind the commitment participants have made. All Honored Heroes sign up to be included in Team In Training. They renew involvement each season, and range in age, diagnosis, and involvement. They act as your motivation throughout the program and, in turn, you are an inspiration to them.

**Q: Should I contact my Honored Hero Family?**

**A:** Please encourage all participants to get to know their team's honoree. If desired, you could send cards or notes to the families via the staff coordinator. Your Staff Coordinator will also let you know when your team honoree will be in attendance at team events. However, it is important not to overstep any boundaries by visiting or calling the honoree without permission.

**Q: What is the status of my Honored Patient? What does it mean?**

**A:** Definitions:

*Remission* - the cancer is not currently found in their body but may return.

*Undergoing Treatment* - the cancer is present and the patient is receiving tests, such as spinal taps, bone scans, and blood counts. Chemotherapy may be given at this time orally or by radiation depending on the severity of the cancer growth.

*Bone Marrow/Stem Cell Transplants* - the patient receives a transplant, which is a long process including isolation before and after the transplant or surgeries.

*Please note: The Society has materials explaining diagnosis, treatments, and other related information available. If you would like more information on a specific diagnosis please, contact your Society Staff person*

**Q: My Honored Patient is sick. What should I do?**

**A:** Encourage a conservative, written approach (i.e. cards, flowers, cookie basket). All families respond differently when in ill stages.

**Q: My Honored Patient is an adult. I thought leukemia was a childhood disease?**

**A:** Remind your Team Members of the statistics on leukemia & lymphoma.

- Leukemia strikes twice as many adults ranging from early 20's and up with no reasonable cause.
- Leukemia is the second major cause of death among men and women 35 and older.
- A leukemia or lymphoma patient is anyone suffering from leukemia or lymphoma, regardless of age.

# FREQUENTLY ASKED QUESTIONS

## Regarding Fundraising

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**Q: Can I fundraise with a family member or a friend?**

**A:** If you and your spouse are both participating in Team In Training you may fundraise together, but each reach your own fundraising goal. Spouse Teams are both required to raise the fundraising minimum for each person. You may enlist friends and family to help fundraise, however, official TNT benefits are on an individual basis for the registered TNT Team member only. This also includes all training sessions.

**Q: Can I switch events?**

**A:** Events must be solidified prior to the Recommitment Date.

**Q: Can I transfer funds to another event or season?**

**A:** Donations are not transferable for any reason except injury, illness, pregnancy, or deployment. If a Team member is unable to travel with the Team due to one of the above reasons, he/she may transfer funds to any event within the year. The participant must have a note from a doctor or officer as well.

**Q: Can I make my own travel/hotel arrangements and deduct the cost from my fundraising goal?**

**A:** All Team members must raise the predetermined fundraising minimum for their chosen event regardless of travel arrangements. If you make your own arrangements, LLS can reimburse you up to what we paid for your teammates.

**Q: Whom do I call regarding my Paycor statements and account?**

**A:** Contact your TNT staff person. Please remember that it does take up to three to four weeks for funds to post in your Paycor account. If a donation is missing, please wait two statements.

**Q: Can I give funds I have raised to a friend if I discontinue with TNT?**

**A:** As you will not be receiving TNT benefits (i.e. travel, hotel), 100% of funds raised thus far will be distributed to patient service and research programs. Once in an account, funds cannot be transferred to another account.

**Q: If I raise more than the required fundraising minimum, can I transfer the difference to another event?**

**A:** Any money you raise and send in to Paycor is non-refundable and may not be transferred between participants or events once it has posted to your account. However, if you have raised over your fundraising minimum, and would like to participate in another event, you may contact your staff coordinator and request to re-register with TNT for another event. Your coordinator will then ask you to fill out a registration form for the event, and will open a new Paycor account under that event.

*Please Note: Any funds posted to your Paycor account cannot be transferred. If you have reached your fundraising goal and would like to register for another event, do so before any more fundraising.*

# FREQUENTLY ASKED QUESTIONS

## Regarding Program Policies and Guidelines

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**Q: What is Recommitment?**

**A:** When you register for TNT, you make a commitment to raise the fundraising minimum for your event. These minimums are set to ensure that we keep our program costs low, maintaining our credibility to all of our donors and most importantly, maximizing the funds we are able to invest in research.

Recommitment takes place approximately eight weeks prior to the event weekend. If you have not reached your fundraising minimum, we ask that you secure your place on the with a credit card number. Once you elect to recommit to the program, your card number will be placed in a confidential file until the charge date, which is set for two weeks before your event date. If you have not reached your fundraising minimum by the final deadline, we will ask you to donate the difference by charging the balance due to your credit card. If, after that time, you are able to fundraise more money, LLS can reimburse you up to twice until the Final Fundraising Deadline (approximately 3 weeks after the event)

Please understand that we need this kind of assurance to secure travel and other program costs. At recommitment time, you may also elect not to continue with the TNT program and you will not be under any obligation to The Society. We thank you for your involvement in the program and for your donations raised for the cause. If you have any questions, please call your mentor or staff coordinator. We are here to support you in reaching your fundraising and training goals.

**Q: What if I recommit and then get physically injured?**

**A:** If a Team member gets injured and cannot participate in the event we require an original doctor's note. The Team member also has the option to transfer funds to another event within the year.

**Please encourage Team members to contact a TNT Staff Representative with any questions regarding "Program Policies and Guidelines."**



**Yes, I would like to be considered for a Mentor position with Team In Training. I have read and understand the agreements and commitments outlined above.**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Position \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Cell Number \_\_\_\_\_

T-shirt Size \_\_\_\_\_ Cycle Jersey Size \_\_\_\_\_

**I would like to Mentor for:** *(please indicate sport and region, if applicable. You may only mentor for sports you have completed with TNT.)*

\_\_\_\_ Run  
\_\_\_\_ Walk

\_\_\_\_ Cycle  
\_\_\_\_ Triathlon

\_\_\_\_ Winter (Aug-Feb)  
\_\_\_\_ Summer (Jan- June)

\_\_\_\_ Fall (May- Oct)  
\_\_\_\_ Unsure

\_\_\_\_ Charleston

\_\_\_\_ Columbia

\_\_\_\_ Greenville

**Check all that apply:**

\_\_\_\_\_ I would like to train with the team, raise funds & participate in \_\_\_\_\_ (which event?).

\_\_\_\_\_ I will not raise funds this time around, but will pay my expenses for \_\_\_\_\_ (Which event?).

\_\_\_\_\_ I plan to train with the team, but not travel to the event.

**Please answer the following questions on another sheet of paper. Thanks.**

1. If selected as a Mentor, what would do during the season to help each person on your team achieve their fundraising goal? What would your strategy be to accomplish this goal?
2. What do you think the signs are of someone having trouble fundraising and what steps would you take to support them? What suggestions would you give them?
3. What social events will you plan for your team and when will you have them?
4. List three ways you would promote camaraderie within your Mentor group.

**If you would like to add anything else please feel free to do so!**

## **CONTACT INFORMATION**

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Please mail or fax your completed application to your TNT Staff Representative.

**SC Main Office**  
107 Westpark Blvd; Suite 150  
Columbia, SC 29210  
803-731-4060  
Fax 803-731-4066

**Greenville Branch**  
PO Box 8328  
Greenville, SC 29605  
864-370-2402  
Fax: 864-370-2403

### **The Leukemia & Lymphoma Society Mission Statement**

The Leukemia & Lymphoma Society, Inc. is a national voluntary health agency dedicated to curing leukemia, lymphoma, Hodgkin's disease and myeloma, while improving the quality of life of patients and their families.

### **Team In Training Mission Statement**

Team In Training is a comprehensive endurance training program for runners, walkers, cyclists and triathletes to benefit the Leukemia & Lymphoma Society. The goal of Team In Training is to increase funding to support the Society's mission while promoting fitness and healthy life styles.