

## Team Captain Recruitment Memo

**Purpose:** Recruit Team Captains

**Who sends this:** Senior-level Executive

**Who do you send this to:** Department Heads

**When is this memo sent out:** Immediately after identifying the Company Coordinator and establishing your Walk goal

To: Department Heads

From: **(NAME OF SENIOR LEVEL EXECUTIVE)**

Date: **(DATE)**

Re: Juvenile Diabetes Research Foundation's Walk to Cure Diabetes

**(COMPANY NAME)** is proud to be participating in the Juvenile Diabetes Research Foundation's Walk to Cure Diabetes. This exciting event will be held at **(WALK LOCATION)** on **(DAY OF THE WEEK)**, **(WALK DATE)**.

In addition to serving as **(TYPE OF SPONSOR)** Sponsor of the Walk, **(COMPANY NAME)** is committed to having a large Walk team, with no less than **(NUMBER OF PEOPLE)** individuals raising at least **\$(AMOUNT)** collectively. To meet these goals, I'm asking each department head to volunteer to be a **(COMPANY NAME)** Team Captain. If there's someone else in your department who would like to serve as the Team Captain, he or she may take your place or work with you as a co-Captain.

Being a Team Captain is fun and easy. You'll recruit team members from within the department to participate in the Walk. The JDRF staff representative will give you all the necessary information to ensure your success. All Team Captains will be invited to attend the JDRF Kick-off Event on **(DATE)** at **(WALK LOCATION)** along with Team Captains from other local businesses and organizations.

Please confirm the name of your department's Team Captain with **(INTERNAL COMPANY COORDINATOR'S NAME)** by **(DUE DATE)**. The company coordinator or I will provide Team Captains with further information after that date.

Thank you in advance for your support. Together, we can make great strides in finding a cure for diabetes.

Sincerely,  
(NAME)