



## Salt Creek 24 Hours of Giving

### How to have a Fundraising Relay Team at Salt Creek 24

[Salt Creek 24](#) provides the exciting opportunity to host relay teams that want to fundraise for their chosen cause. We compare this to the “Relay for Life” event that used to take place on the Olympic Peninsula many years ago (and was very popular!) but with a few key differences:

1. You can choose your own charity!
2. All donations and pledges are collected online - there is no need to go around and collect cash in person - all donations made through our system go directly into the bank account of the charity.
3. Salt Creek Recreation Area is way more beautiful than a high school track!

Also, this event is designed to allow for folks wanting to either walk or run, and there is no requirement to be on the course for the entire 24 hours. Teams can set up their relay any way they like. For example:

1. You can design your relay fundraiser to be shorter than 24-hours. It can be any time frame you like! 1 hour, 6 hours, 12 hours, whatever!
2. You do not have to have someone on the course at all times - there can be breaks! Your team can go on and off the course as much as you like. The lap counter will pick up your signal as soon as you go back onto the course.
3. The “shifts” don’t have to be equal. For example, one relay team member can commit to 30 minutes and another for 2 hours. And different people can take a different number of turns throughout the event. It’s all by your own design!

## STEP 1: Become a Charity Partner

1. Contact Carmen at [rainbearrunning@gmail.com](mailto:rainbearrunning@gmail.com) or Lorrie at [lorrie.mittmann@gmail.com](mailto:lorrie.mittmann@gmail.com) to add your charity as a Charity Partner for Salt Creek 24. You will need to provide the name and email address of the person at your charity that has authorization to connect the bank account of the organization.
2. That person will receive an email (might go in junk mail) from RunSignUp and follow the instructions.
3. A good amount of information will be asked for, including bank account, routing number, and tax ID number for the organization, and personal identification information for the controller of the account (required by federal law - see FAQ link below)

WE as Race Organizers will not be able to access the payment accounts of charities, or see any of the information that you provide. All donations made through the race go directly into the bank account of the charity. The only information we will be able to see is the total amount raised for your charity.

Resources:

[Setting up a Payment Account](#)

[Payment Account FAQ](#)

## STEP 2: Create a Relay Team

1. Recruit a team captain!
2. The team captain is responsible for:
  - a. Signing up and creating the team in RunSignUp.

    Navigate to the [Race Page of the race](#)

    Click Sign Up to begin the registration process

    Enter in all participant information

    Choose Your Event - select Relay team and then Relay Team Fundraising

    Select Create New Group/Team

    Select a Group/Team Type

Type in a Group/Team Name

Create an Group/Team Password (sometimes this is required) if desired

- b. After creating the team, invite other team members to sign up and join the team on RunSignUp. A team is up to 12 members.
- c. Working with the team to see how long each member wants to walk or run, and when/how many shifts, etc. and making sure they know how to use the fundraising function of RunSignUp to collect donations and pledges (more on that below).  
A relay team member can have someone join them between the hours of midnight and 6am if they like, either another team member or a non-team member “Pacer” if they sign up for a pacer bib during the registration process.
- d. Making a superfun “basecamp” on event weekend! Each team is allowed to have a space for a 10’x10’ canopy for team members to hang out in while their relay member for that time frame is on the course. If you want to have a space for team members to actually camp and sleep, rather than just hang out, make sure to book a campsite, and if all the reservation sites are full, indicate on the registration that you will need a first come-first serve campsite when you arrive.

## STEP 3: Team Members Start fundraising!

1. In the RunSignUp account of each team member, they can access the fundraising function by going to “My Fundraisers” under their profile. From there team members are able to find their fundraiser URL and start sharing it, share a QR code or send emails directly from the RunSignUp platform, share on social media, and access “Manage Fundraiser” options to edit fundraiser details.
2. If you want to collect pledges per lap, you will need to go into your registration, click on Fundraiser, then Pledges, then Enable Pledges before going out to collect pledges. After the event the number of laps are entered.

Resources: [Manage Your Fundraiser](#)