



CORPORATE RECRUITMENT MEMOS

TEAM CAPTAIN RECRUITMENT MEMO

Purpose: Recruitment of Team Captains

Sender: Senior-level Executive

Recipient: Department Heads

Timing: Memo is sent out Immediately after identifying the Company Coordinator and establishing your Walk goal (usually 20 weeks prior to Walk)

(COMPANY NAME) is proud to be participating in the JDRF 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 **\$(AMOUNT)**. 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 your department to participate in the Walk. A JDRF staff representative will give you all the tools and support you need 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 with JDRF to cure, treat, and prevent type 1 diabetes. To learn more about JDRF, visit www.jdrf.org and click on the About JDRF tab.

Sincerely,

(NAME)

REGISTER TODAY
WALK.JDRF.ORG

COMPANY WALKER RECRUITMENT MEMO

Purpose: To provide core information and invite participation in the Walk

Sender: Senior-level Executive

Recipient: All employees

Timing: 12 Weeks before the Walk

I am proud that **(COMPANY NAME)** will be participating in this year's JDRF Walk to Cure Diabetes. This fun-filled, family-friendly event will be held on **(DAY OF THE WEEK)**, **(DATE OF THE WALK)** at **(WALK LOCATION)**. I invite you to come out and spend an inspirational morning with co-workers, family, and friends while we all rally around the global movement to cure, treat and prevent type 1 diabetes (T1D).

In addition to serving as the **(TYPE OF SPONSOR)** Sponsor of the Walk, **(COMPANY NAME)** is committed to raising **\$(AMOUNT)** for JDRF. We can accomplish this goal if each of you joins our JDRF Walk to Cure Diabetes team today.

As many as 3 million Americans suffer from type 1 diabetes (T1D), a life-threatening, autoimmune disease in which a person's pancreas stops producing insulin, a hormone that enables people to get energy from food. And while the causes of T1D are not fully understood, we know that it has nothing to do with diet or lifestyle. Even though T1D is a serious and difficult disease, treatment options are improving all the time, and people with T1D can lead full and active lives. With your support, JDRF will continue its mission: to find better treatments, prevention, and a cure for T1D through the support of research.

Joining our winning team is easy! The first step is to register at walk.jdrf.org. You will find a list of your colleagues who have volunteered to be Team Captains. The second step is to simply ask your family, friends, and neighbors to sponsor you by making a contribution to your JDRF Walk to Cure Diabetes fundraising efforts. You can even invite them to walk with you on the **(COMPANY NAME)** team. And, don't forget you can fundraise online by creating a Personal Page to raise even more money. The third step is to join me as we Walk to Cure Diabetes!

I sincerely hope each of you will do your part to support both **(COMPANY NAME)** and JDRF in this worthwhile community event. Contact a **(COMPANY NAME)** Team Captain today!

(LIST TEAM CAPTAINS AND EXTENSION NUMBERS)

Thank you for your continued support!

REGISTER TODAY
WALK.JDRF.ORG