



Thank you for signing up to be a Team Captain for the **2025 ICS Putt Putt Tournament!**

This year's event takes place **Saturday, June 14, 3-7pm** at Interbay Golf Center ([2501 15th Ave W, Seattle, WA 98119](https://www.interbaygolf.com/))

This is a great opportunity to have fun in the sun with friends and family while helping those experiencing hunger, homelessness and addiction.

Prizes will be awarded for the team that has the lowest score, the highest score, best costume/team spirit AND the grand prize goes to the team that raises the most money!!!

#### **SCHEDULE DAY OF THE TOURNAMENT**

3:00 pm Registration Begins

4:00 pm ICS Putt Putt Begins (Synchronized Start)

6:00 pm Reception & Awards

***When you join as a Team Captain, you become an ambassador for ICS and by inviting people to know more about ICS, you make a profound difference in the lives of people in our community struggling to survive.***

The ICS Putt Putt Tournament is a Peer-to-Peer fundraising event. Instead of paying a large fee for your team to participate, each member of your team is encouraged to fundraise by asking their friends, family, coworkers and colleagues to give.

Each team will receive a link, unique to their team, that they can share and start fundraising for people experiencing hunger and homelessness.

So as Team Captain, your first step is to set-up your team page! This year we are using a new platform that is easier to use and there are no fees!

## **CREATE YOUR TEAM FUNDRAISING PAGE – Team Captain**

Go to the ICS Putt Putt page: <https://bit.ly/puttputt2025>

- *Step 1: Click on the button that says **Start a Team***  
~ This will direct you to the main putt putt page.
- *Step 2: Click Fundraising button to create your team.*
- *Step 3: Create a team name, choose a goal (recommended minimum \$1,000)*  
~ Enter name, email and photo. Click button “Create Team”
- *Step 4: Edit Campaign: Tell your story about why ICS matters to you and your community in the description box.*  
~ Feel free to use the information already provided for you and your Personal Story - or get creative and make the page unique to you!
- *Step 5: SAVE your fundraising page.*
- *Step 6: Go to your email, you should receive an email from Immanuel Community Services – Zeffy. Be sure to check under promotions and other tabs if you don't see it.*  
~ There is a link to your campaign page and a link to set up a profile. This will allow you to go back into your page, make changes and update.
- *Step 7: Start recruiting team members (see below).*
- *Step 8: Start sharing the link with your networks and fundraise for ICS!*

## RECRUIT TEAM MEMBERS

- Reach out to your family, friends, neighbors and/or coworkers, inviting them to join your Putt Putt team and make a difference in the lives of those who are experiencing hunger, homelessness and addiction.
  - ~ Your team size caps at 6 members (including yourself).
  - ~ If you have more than 6 members, you can split into two teams
- Send each team member the link **to your team's unique fundraising page**.
  - ~ They will use this link to send out to their networks to fundraise for the team.
  - ~ They also have the option of creating their own profile on the team.
- As Team Captain, you can see options to manage your team when you are logged in at the top of your fundraising page.
  - ~ You can click on "EDIT CAMPAIGN" to update the images and contents of your fundraising page.

## LET THE FUNDRAISING BEGIN! –

***Remember this IS a competition and the Grand Prize goes to the team that raises the most funds!!***

- Please see the *Fundraising Guide* with info and tips to help make your fundraising experience easy breezy!
- Send out the link to your team's fundraising page to everyone you would like to invite to give. You can do this via email, text, social media, etc.
- Donors can also send checks.
  - ~ Checks should be made out to "Immanuel Community Services" or "ICS".
    - Mailing address: 1215 Thomas St., Seattle, WA 98109.
  - ~ Team name should be written in the memo field so we can credit your team!.
  - ~ Checks must be received by **Friday, 13 June**, to be included in team totals.

## PREPARING YOUR TEAM

- Keep in touch with your team over the next few weeks.
  - ~ See how their fundraising is going, answer any questions, plan team costumes, etc.
  - ~ Remind them the day before; emails will be sent a few days before the event with directions and additional information.

Remember: Have fun! Invite friends, family and coworkers to help out.

Please contact us with any questions at [info@icsseattle.org](mailto:info@icsseattle.org) or (206) 622-1930.

**Fore!**