



Team Leader Responsibilities

Thank you for choosing to be the team leader of your Aerobic Winter Challenge team. It's fun, simple, and you get an awesome water bottle! Below is a list of dates and guided responsibilities to make the process smooth and easy. *Please keep track of team monthly report due dates. Late reports will not be eligible for monthly prizes.

√	DUE DATES	RESPONSIBILITIES
<input type="checkbox"/>	October 1-22	Distribute AWC flyer & registration forms to your team members or direct them to the AWC website for online registration. When you collect everyone's registration form and fee, complete the team receipt .
<input type="checkbox"/>	October 23	Registration forms, team receipt, and fees are due to your worksite coordinator. *Checks should be made out to CCHHS – AWC . The non-refundable entry fee is \$10 per person (unless employed by a subsidized agency – then the cost is \$5). *Upon submitting your team's registration, you should receive a wall chart and water bottle from your worksite coordinator. A wall chart is used to track your team's success each month. It makes reporting so much easier!
<input type="checkbox"/>	December 4 by 3:00pm	November Team Monthly Report is due to the CCHHS Office to be eligible for monthly prizes.
<input type="checkbox"/>	January 4 by 3:00pm	December Team Monthly Report is due to the CCHHS Office to be eligible for monthly prizes.
<input type="checkbox"/>	February 5 by 3:00pm	January Team Monthly Report is due to the CCHHS Office to be eligible for monthly prizes.
<input type="checkbox"/>	March 5 by 3:00pm	February Team Monthly Report is due to the CCHHS Office to be eligible for monthly prizes.

Other responsibilities:

- Distribute prizes to your team members & congratulate them.
- Have fun & motivate your team members to reach their goals 😊

Other important dates:

- Aerobic Winter Challenge BEGINS: November 1, 2020
- Aerobic Winter Challenge ENDS: February 28, 2021
- AWC Survey: February 23 - March 12, 2021

Any questions, please ask! We're here to help: awc@coconino.az.gov

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 Coconino County Health & Human Services