



## Captain's Responsibilities

1. First and foremost, *MOTIVATE* your team members.
2. Make sure you have a list of your team member's name and numbers so you can contact them for paperwork, reminders, etc.
3. Collect completed weekly step tracker from each team member on or before the due date (every Monday).
4. Make sure team step tracker forms are **fully completed and calculated before being sent**. If they are not fully completed, your team **WILL NOT** receive any credit for the steps walked during the week.
5. Fax, send (interoffice mail), or e-mail the total team step tracking form. Fax #: 354-1645 or Karen Clifford-East Suite 10. These are due **EVERY Monday**.
6. For additional questions, please contact Karen Clifford-350-4511 or [Karen.clifford@lhs.net](mailto:Karen.clifford@lhs.net)