



# Team Captain Checklist

## Get Started

### Jump Start Your Fundraiser Through the Online Participant Center

- Update Team Goals**
  - Set a team fundraising goal (suggested goal: \$1,000 or more).
- Update Team page and URL Link**
  - Include your TSC story and upload a picture.
  - Create a custom URL link .
- Upload Contacts**
  - Import your email contacts into the Contact tab.

## Recruit

### Recruit and Inspire Team Members

- Recruit a Team Co-Captain**
  - Need help? Ask a friend to share the role of managing the team.
- Recruit Team Members**
  - Invite family, friends and co-workers to register.
- Inspire and Motivate**
  - Help team members and keep track of their progress.
  - Keep team members motivated through team challenges.
    - First team member to raise \$100, wins\_\_(create prize).
  - Thank your team and donors regularly.

## Fund-raise

### Other Ways to Fundraise and Reach your Fundraising Goal

- Local Sponsors**
  - Solicit local businesses to sponsor your team. Download sponsorship packets today!
- Dine and Donate**
  - Host a kickoff event – receive a percentage of the proceeds at a participating restaurant. Learn more at [www.groupraise.com](http://www.groupraise.com).
- Matching Gift Program**
  - Double your donation through company matching gift programs. Visit [www.tsalliance.org/donate/give-at-work/](http://www.tsalliance.org/donate/give-at-work/) for more details.

## Leading Up to the Walk

### Encourage All Walkers to Register Online and Get Social

- Donation Tracking Form |Offline Gifts**
  - Complete and mail your Donation Tracking Form to the national office to help manage and track your offline donations.
- Get Social Using Hashtag #Step4TSC**
  - Post updates, create a Facebook fundraiser and thank your donors using #Step4TSC in all posts.
- Recognition Program**
  - Raise \$250 or more to earn a recognition prize.