

Team Leader Checklist

- ❑ **Online registration** Register online to customize your team's webpage. Use your online Walk Center to recruit new team members and keep in touch with your whole team. Customize your Team Webpage and post a team photo and a story about your group. (Team members can create their own personal pages, too.) Keep track of the entire team's progress in one place.
 - ❑ **Invite People to Join Your Team.** Start early.
 - Use your Team Webpage to invite coworkers, friends, and family to join your team.
 - Visit www.projectbread.org/walkmaterials to request materials that will educate and motivate your team.
 - Explain what it means to be a member of the Heart & Sole Circle and encourage recognition of Heart & Sole Walkers.
 - Explain that everyone doesn't need to walk all 20 miles! Encourage team members to make the Walk a family event.
 - Remind team members that they can also volunteer! Volunteers get credit for all 20 miles.
 - ❑ **Set a Goal.** Having a goal gives you and your team something to strive for—set your goal high!
 - Send emails to contacts in your online address book. You can use our sample emails or create your own.
 - Enter cash and check gifts into your Walk Center to keep track of all of your pledges. Watch your fundraising thermometer rise toward your goal!
 - ❑ **Attend Our Kickoff Breakfast and a Team Leader Workshop.** Get your team materials and learn the importance of the Walk and how your team makes a difference. Join us at the Kickoff Breakfast on March 20 at the Colonnade Boston Hotel and at a Team Leader Workshop in March or April. Then set a goal for your team, and a goal for yourself:
- ❑ **Request a Guest Speaker from Project Bread.** We'll tell your group more about the Walk and how your team can make a difference!
 - ❑ **Use Express Group Registration.** Pre-register your team for Express Group Registration and meet in a special team-only area on Walk Day. Meet early to collect all registration forms and total your fundraising success! Reserve a table beforehand and start the Walk knowing you made a difference.
 - ❑ **Order Team T-shirts by April 11.** Have your organization or team name printed on the back of our special Walk for Hunger T-shirts and become a visible support on Walk Day to thousands of Walkers.
 - ❑ **Reserve a Charter Bus to Bring Your Team into the City as a Group!** If your team raises \$5,000, you will be eligible for reimbursement of a charter bus to and from Boston on Walk Day! Deadline, April 11.
 - ❑ **Create a Walk Plan for Your Group.** Tell your team where to meet Walk morning. Remind them of the free shuttle buses, entertainment along the Walk route, free snacks, and refreshing water. Tell them how to dress for success (sunscreen, hat, shoes) and share cell phone numbers! Visit www.projectbread.org/teams for more tips!
 - ❑ **Walk on Sunday, May 4!** Meet on the Boston Common between 7:00 – 9:00 A.M. and register your group at Express Group Registration. Take a team photo, and start when you're ready! The Walk's rolling start begins at 7:00 A.M. Use a digital camera to capture your team crossing the finish line and post your accomplishment on your Team WebPage!
 - ❑ **Follow up!** Be sure to thank sponsors and your team members for making a difference. AND don't forget to mail your remaining pledges to Project Bread!

My goal is to recruit _____ team members, who will raise \$ _____
for _____
YOUR TEAM NAME. My personal goal is to walk _____ miles
and raise \$ _____.

