

Ongoing

- Serve as primary contact person with Habitat Chicago – keeping us up-to-date with all important information about your team and asking any and all questions you have!
- When a new member joins your team, you'll receive an email notification. Please welcome all new members to your team by customizing the "Welcome New Team Member" template.

60-90 days before your build day

- Customize your personal and team fundraising pages.
- Set the goal to have your team full at least 60 days before your build. Build your Women Build team of 12 using the "Invite women to join your team" email template.
 - Before 7/13/18, register new members by emailing events@habitchicago.org.
 - After 7/13, invite them to register by clicking "Join Our Team" on your Team page.
- Once your team is full, let your team know by using the "Full Team" template to kick things off!
- Send a note of encouragement to your team by customizing the "60 days until Women Build" template.

30-60 days before your build day

- Monitor your team's progress and use the "Fundraising Encouragement" template to check in with any team members who haven't started fundraising yet.
- Inform Habitat Chicago staff (events@habitchicago.org) of any:
 - Medical considerations in the group
 - Volunteers with significant construction experience (only if known!)
 - Volunteers under age 18 (minimum age to volunteer is 16)
 - Other requests or needs
- Coordinate transportation for your team if desired.
- Send a note of encouragement to your team by customizing the "30 days until Women Build" template.

7-30 days before your build day

- Monitor your team's fundraising progress and frequently encourage their efforts. Use the "Fundraising at Risk" template for any builders who are at risk of not raising \$350.
- When Habitat Chicago staff sends you the current roster of registered volunteers, review for any inconsistencies and respond within two business days if possible.

1-7 days before your build day

- Ensure your team members have received all the key logistics information for your build, such as arrival and departure times, what to wear/bring, parking information, etc.

Build day

- Enjoy your build day, work hard, and celebrate the difference you have made!
- Share your on-site experience as a way to thank your donors and continue fundraising.

1-7 days after your build day

- Thank your team for their hard work leading up to and during event by customizing the "Thank You - Builder" template
- Send a note of gratitude to your donors to let them know all about your Women Build success.