

Women Build 2019

Team Leader Checklist for Success



Getting Started

- Join your chicagowomenbuild.org team page (URL sent from events@habitatchicago.org).
- Customize your personal and team fundraising pages.
- Join the Women Build Facebook Group: <https://www.facebook.com/groups/ChicagoWomenBuild>
- Use the social media kit on chicagowomenbuild.org to customize your personal pages; encourage your team to do the same.
- Set the goal to have your team full at least 60 days before your build.
 - **Before 7/15/19**, your team spots are yours to fill. We will not place individuals on teams.
 - **Starting 7/15/19**, your remaining team spots will be open to the public. If you want your team to be filled with gals you know, make sure they are registered before 7/15/19.
- Make sure all of your team members have events@habitatchicago.org marked as a known sender so they don't miss any key information.

Ongoing

- 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.
- Post frequent updates to your chicagowomenbuild.org team page feed.
- Send frequent updates to your teammates letting them know your progress; highlight members who are doing exceptionally well; organize group fundraisers and celebrations as you see fit!
- Thank your donors; remind your team members to do the same.

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.

7-30 days before your build day

- Coordinate transportation/ carpools for your team.
- Use the "Fundraising at Risk" template for any builders who are at risk of not raising \$375.
- Ensure your team members have received all the key logistics information for your build 7 days before your scheduled build day, such as arrival and departure times, what to wear/bring and parking information.
- The final date to make changes to your build day roster is September 27th, 2019 (with exceptions to illness or emergencies). Habitat Chicago will send you your current roster a few days in advance so you can let us know if there are any changes.

Build day

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

Right after your build day

- Thank your team for their hard work leading up to and during the event by customizing the "Thank You - Builder" template in chicagowomenbuild.org; organize a team celebration, big or small!
- Send a note of gratitude to your donors to let them know all about your Women Build success. Visit the Habitat for Humanity Chicago Facebook page for all of our Women Build photos! They're great to share.