

Women Build 2023

Team Leader Checklist for Success



Getting Started

- Join your chicagowomenbuild.org team page (URL sent from events@habitchicago.org).
- Customize your personal and team fundraising pages.
- Use the social media kit on chicagowomenbuild.org to customize your personal social pages and encourage your team to do the same.
- Set the goal to have your team full at least 60 days before your build day.
 - o **Before 7/31/23:** your team spots are yours to fill. We will not place individuals on teams.
 - o **Starting 8/1/23:** your remaining team spots will be open to the public. If you want your team to be filled with people you know, make sure they are registered by **7/31/23**.
- Make sure all your team members have events@habitchicago.org and volunteer@habitchicago.org marked as a known sender so they do not miss any key information.

Ongoing

- Attend our virtual support sessions. Details will be sent after the Team Leader Kick-Off on 6/22/23.
- When a new member joins your team, you will 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. You can highlight members who are doing exceptionally well and organize group fundraisers and celebrations as you see fit!
- Thank your donors and 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" email template to check in with any team members who have not 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 \$500.
- 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 **9/26/23** (with exceptions to illness or emergencies). Habitat Chicago will send you your current roster a few days in advance of the deadline 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 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!
- Thank your donors! Visit the [Habitat for Humanity Chicago Facebook page](#) for photos from the event!