

# Women Build 2024

## Team Leader Checklist for Success



### Getting Started

- Join your [chicagowomenbuild.org](http://chicagowomenbuild.org) team page (URL sent from [events@habitatchicago.org](mailto:events@habitatchicago.org)).
- Customize your personal and team fundraising pages.
- Use the [social media kit on chicagowomenbuild.org](#) to post on your personal social media accounts and encourage your team to do the same.
- Set the goal to have your team full at least 60 days before your build day.
  - **Before 7/31/24:** your team spots are yours to fill. We will not place individuals on teams.
  - **Starting 8/1/24:** 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 **7/31/24**.
- Make sure all your team members have [events@habitatchicago.org](mailto:events@habitatchicago.org) and [volunteer@habitatchicago.org](mailto:volunteer@habitatchicago.org) marked as a known sender so they do not miss any key information.

### Ongoing

- 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" email template.
- Post frequent updates to your [chicagowomenbuild.org](http://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" email 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 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 **9/13/24** (with exceptions to illness or emergencies).

### Build day

- Make sure your whole team arrives at the build site between 7:30-7:45am so we can start on time.
- 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" email template in [chicagowomenbuild.org](http://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!