

Women Build 2025

Team Leader Checklist for Success



Getting Started

- ☐ Join your chicagowomenbuild.org team page (URL sent from events@habitatichicago.org).
- ☐ Customize your personal and team fundraising pages.
- ☐ Register for your build day on the volunteer portal (URL sent from events@habitatichicago.org).
- ☐ 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.
 - **July 31st:** Deadline to fill your team spots. All team members must sign up for chicagowomenbuild.org fundraising page and register for their build day on the volunteer portal.
 - **August 1st:** Your remaining team spots will be open to the public.
- ☐ Make sure all your team members have events@habitatichicago.org and volunteer@habitatichicago.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 team page feed.
- ☐ Send frequent updates to your teammates letting them know your progress. You can highlight members who are doing well and organize group fundraisers and celebrations as you see fit!
- ☐ Thank your donors and remind your team members to do the same.
- ☐ Connect with your Build Day Besties for support about fundraising and build day preparation.

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 **9/12** (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.
- ☐ Organize a team celebration, big or small!
- ☐ Thank your donors and use photos from your volunteer day! Photos will be emailed to you the week after your visit on site.