

## Getting Started

Now that you have decided to be a team captain, what's next? Here is a personal fundraising checklist to help you organize a winning team and have a successful campaign!

Remember to be enthusiastic, honest and sincere. Share your story – who you are, why you are walking, and why this is important to you. Don't forget to include the general walk information!



- ☐ Register at [namivt.org/walk](http://namivt.org/walk) to set up your team page.
- ☐ Invite close friends, family, and co-workers to walk with you. If this is not your first year, check in with those who participated last year to see if they can join you again.
- ☐ Make sure you have the materials you might need for yourself and teammates, including walker collection envelopes, business cards, etc. Contact Amy at (802) 876-7949 x103 or [aperry@namivt.org](mailto:aperry@namivt.org) if you need anything.
- ☐ Create a winning team page – include team goals and personal goals, a personal message, pictures, cartoons, etc. Make it unique to you!
- ☐ Get the ball rolling with donations. Nobody likes to be the first. Jumpstart your team with the first contribution.
- ☐ Make your first post on your team page.
- ☐ Send out an email to your network of contacts. Need help getting that list started? Use the Contact List Builder worksheet on the back of this page to help you brainstorm.
- ☐ Move over to social media and create a post with a link to your team page. (TIP: There is an option to post from your Crowdrise page to Facebook.) Don't know what to say? Check out the “What Do I Say to People” sheet in the folder and adapt to fit your style.
- ☐ Keep communicating with your network. Add updates to your page, send email updates, post your progress on your social media accounts.
- ☐ Keep in contact with your team. Make sure they have the tools they need and ask them for suggestions throughout the event to keep them involved.
- ☐ Create team shirts, pins, signs, banners. Be creative and have fun! **There will be a prize for the most creative team at the event!**
- ☐ Most importantly - don't forget to **THANK** your donors and your teammates!

Fundraising often takes a little creativity and persistence. You know that your efforts will help make a big difference to our organization. Thank you for your support! If you need assistance with the online fundraising page, more materials or have general questions, please contact Amy at (802) 876-7949 x103 or [aperry@namivt.org](mailto:aperry@namivt.org).

## Contact List Builder Worksheet

Creating a list of people to contact can be a daunting task. This worksheet is designed to help you brainstorm and identify potential donors and/or teammates in your network. If you have more than five people in a certain category (which you probably will), make sure to include them all in your donation ask!

### **Immediate Family** (*spouse, partner, children, parents, siblings*)

- 1.
- 2.
- 3.
- 4.
- 5.

### **Extended Family** (*aunts, uncles, cousins, in-laws*)

- 1.
- 2.
- 3.
- 4.
- 5.

### **Work Acquaintances**

- 1.
- 2.
- 3.
- 4.
- 5.

### **Neighbors**

- 1.
- 2.
- 3.
- 4.
- 5.

### **Faith Communities**

- 1.
- 2.
- 3.
- 4.
- 5.

### **School and College Friends** (*past/present friends and parents you've met at your child's school*)

- 1.
- 2.
- 3.
- 4.
- 5.

### **Social Groups** (*sports teams, Elks Club, rotary, etc*)

- 1.
- 2.
- 3.
- 4.
- 5.

### **Businesses** (*local businesses where you are a customer are a plus!*)

- 1.
- 2.
- 3.
- 4.
- 5.

### **Service Providers** (*hair stylist, mechanic, dentist, veterinarian, doctor, etc.*)

- 1.
- 2.
- 3.
- 4.
- 5.

**Don't forget to include everyone on your holiday card list!**

## Getting Ready for the Ask

What is my goal this year? \_\_\_\_\_

What are **3** things I can easily do to ask for donations?

- 1.
- 2.
- 3.

What is **1** thing that is a "stretch" for me?