

# Team Captain Form

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Thank you for being a team captain. We are grateful for your commitment to help deserving families have safe and affordable housing. Whether this is your first time as a team captain or you have done this before, we have some helpful guidelines to make this experience smooth for you and your team.

## Step 1: Recruit Team Members

- Gather at least 5 friends, family, coworkers, classmates, club members, fellow faith group members, etc.
- Reach out to potential team members via email and social media. Post flyers.
- Get your workplace involved. Invite management and other departments to join/sponsor your team.

## Step 2: Register and Create Your Team Fundraising Page\*

- Go to <http://habitat-newburgh-walk-for-housing-2018.everydayhero.do/> to set up your team's fundraising page. Set your team's fundraising goal high. You can do it!
- Invite team members to register under your team to create and share their own fundraising page.
- Your team page will make it easier for supporters to make donations, as well as for you to track donations, recruit team members, and spread the word.

\*Please note, online team registration or team member online registration is not required.

## Step 3: Start Fundraising and Keep Your Team Motivated

- Encourage friends and family to get excited about your participation and help you reach your goal.
- Hold regular team meetings to build spirit.
- Donations can be made online on your fundraising page, in cash or by check payable to Habitat for Humanity of Greater Newburgh and mailed/dropped off to: 125 Washington Street, Newburgh, NY 12550
- Day of donations can be submitted to volunteer staff at the Registration tent.
- Each walker (or team member average) to raise \$40 or more will be eligible for a free Walk t-shirt. (while supplies last)

## Step 4: Complete Side Two of Form

April 22, 2018

Washington's Headquarters

12:30pm Registration ♦ 1:30pm Walk



**WALK** for  
**HOUSING**

# Team Information

TEAM NAME \_\_\_\_\_ OUR TEAM GOAL \$ \_\_\_\_\_

Team Captain Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you walking for a house sponsorship?

Yes! Designate my fundraising to:

\_\_\_\_\_

- List all team members names and email addresses below.
- Ensure each team member completes and signs a Walker form.
- Encourage team members to collect all donations by 4.13.18.
- Donations can be made online on your fundraising page, in cash or by check payable to Habitat for Humanity of Greater Newburgh and mailed/dropped off to: 125 Washington Street, Newburgh, NY 12550.
- Day of donations can be submitted to volunteer staff at the registration tent; however, it is preferred to have all donations submitted directly to Habitat by 4.13.18.
- All team members must stop at the Registration tent. It is not required that the team reports together.
- Set up a meeting time and spot at the Walk to gather team members to take photos and to walk as a group.

Team Member Name	eMail Address	Signed Walker Form	Amount Raised
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

\*use additional forms if needed

Team Total: \$ \_\_\_\_\_

# Thank You!!