



Team Captain Checklist

Get Started

Kick Off Your Team Fundraiser Through the Supporter Dashboard:

- Update Profile Picture**
 - Use the Upload button to add your profile picture.
- Team Name**
 - Display your "team name" on your fundraising page.
- Page Headline**
 - Create a headline to greet visitors on your fundraising page.
- Fundraising End Date***
 - *We recommend December 31. *(TS Alliance – fiscal year end date)*
- Goal**
 - Set a team fundraising goal (suggested goal: \$1,000 or more).
- Vanity URL**
 - This is simply a shorter version of your team fundraising page's website. Shorter URLs are easier to share on social media.

Recruit

Recruit and Inspire Team Members

- Recruit a Team Co-Captain**
 - Need help? Ask a friend to share the role of managing the team.
- Recruit Team Members**
 - Invite family, friends and co-workers to register.
- Inspire and Motivate**
 - Help team members and keep track of their progress.
 - Keep team members motivated through team challenges.
 - Thank your team and donors regularly.

Fund-raise

Other Ways to Fundraise to Reach Your Team Goal

- Local Sponsorships**
 - Customize a local sponsorship packet today! Solicit local businesses to support your fundraising efforts.
- Get Social Using Hashtag #Step4TSC**
 - Post updates, create a Facebook fundraiser and thank your donors using #Step4TSC across all social media platforms.
- Dine and Donate**
 - Host a kickoff event – receive a percentage of the proceeds at a participating restaurant. Learn more at www.groupraise.com.
- Matching Gift Program**
 - Visit www.tsalliance.org/donate/give-at-work/ for more details.

Tips!

- Donation Tracking Form |Offline Gifts**
 - Complete and mail Donation Tracking Forms to the national office to manage and track your offline donations.
- Recognition Program**
 - Raise \$250 or more to earn a recognition prize.

Need additional support? Contact the TS Alliance at 800.225.6872 and ask for a Regional Program Manager.