

# Team Leader Checklist

Use this checklist to ensure that you have completed all of the steps necessary to have a successful **Walk in the Park for Abilis** team this year.

- 1) Register as a Team Leader online at [www.abilis.us/walk](http://www.abilis.us/walk).
- 2) Set a fundraising goal and "people" goal for your team. The most common goals are \$100 per person and 10 people per team, but we welcome any amount raised and any number of team members.
- 3) Encourage your team members to register themselves online.
- 4) Create an email campaign to encourage participation and donations. See [sample letter](#).
- 5) Involve your company/employer:
  - E-mail your co-workers to join the team
  - Involve your boss to rally your company team
  - Do you have a matching gifts program? See [matching gifts](#).
- 6) Encourage all team members to be active fundraisers for people with developmental disabilities. Have each walker set an individual fundraising goal.
- 7) E-mail or call team members regularly to provide encouragement and to keep them informed about what will happen on the day of the **Walk in the Park for Abilis**.
- 8) Create team T-shirts, buttons or a banner to increase your visibility at the **Walk in the Park for Abilis**. See [Rally Your Team](#).
- 9) Highlight your team's progress toward its financial goal through regular email updates.
- 10) Attend the **Walk in the Park for Abilis**!!