



# Team Leader Checklist



- Sign Up:** Register your team for AIDS Walk San Francisco!
- Set Goals:** Make sure to set an example for your team and set your personal and team goals!
- Get Personal:** Customize your Fundraising web page with a personal message and photo.
- Show it off:** Order some complimentary promotional materials to decorate your school, office, or store!
- Meet Up:** Attend one of our workshops and meet other Team Leaders and the AIDS Walk staff.
- Find a Helping Hand:** Recruit a co-leader to help you motivate and build your team.
- Throw it Back:** If you had a team last year, ask your Fundraising Specialist for your 2019 Team Roster to re-recruit!
- Build it Up:** Sign up friends, family, and coworkers to your team. Ask them to sign up at least one other person!
- Set a Date:** Organize a fundraiser, happy hour, party, or raffle with your team!
- Get Ready:** Let your team know where to meet on the day of the event so that you can walk together.
- Mark Your Calendar:** Remind your Team Members of the fundraising deadline!
- Show Some Love:** Thank all of your donors and Team Members for their hard work and dedication!