



Corporate & Community Group Team Captain Job Description

As a Team Captain, your primary responsibilities are to:

- **Form your Team!** Be the first person to register for your team and then approach upper management and ask them to join your team to help get your team building efforts off to a strong start!
- **Set Fundraising and Recruitment Goals for your Team!** Aim for the sky! Pick a goal that will not only motivate you, but your team members and donors, as well.
 - Set your Individual Fundraising Page goal at \$250 so that you can strive to be a [Champion for Children](#) and then can inspire the other individuals you recruit to do the same!
- **Create a Recruitment Plan and Put it into Action!** Make a list of all the people you can possibly think of to join your team. Recruit your co-workers, friends and family members and then ask your team members to recruit their friends and family members to join your team! The more, the merrier – there is no limit to the size of your team!
- **Use our Online Fundraising Tools!** Create and personalize your own Team Page and Personal Page. Send personal emails to recruit team members, raise funds, track online donations, enter offline donations and provide regular progress updates.
 - Sending emails is easy through your Headquarters page. Just enter in the email addresses of those you want to recruit for your team and then select one of our email templates, personalize, and then hit send!
- **Coach and Motivate your Team!** You are your team's biggest cheerleader. Identify a **child with a disability and their family** who will share their personal story and give your potential team members a reason for walking. Share fundraising tips, encourage and coach your team members how to use our Online Fundraising Tools, and organize fundraising events within your company to help reach and exceed your team goal!

Coach each walker on your team on how to register and fundraise at www.brightoniwalk.org following these easy steps:

- 1) Visit www.brightoniwalk.org.
- 2) Click on *Register Here*
- 3) Click "I Agree"

Sunday, October 9th | Morgan's Wonderland | 7:00am



- 4) *Select Join a Team – If your entire family is going to join our team then select “Register Family” this will allow you to share a fundraising page with your entire family but will still get everyone registered to walk!*
 - 5) *Then find our team name from the drop down list.*
 - 6) *Create a Username/Password*
 - 7) *Make the first donation to your fundraising page!*
 - 8) *GET STARTED! Just follow the “My To Do’s” on your new Headquarters page and help our team grow and reach our fundraising goal!*
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- **Say Thanks!** Saying thank you can go a long way. Be sure to thank everyone who joins your team and makes a donation to your fundraising efforts. Recognize team members who have gone above and beyond their personal goal.

 - **Collect Offline Donations!** Ask your team members to give you any donations received offline and then send them into Brighton’s Development Office. Make sure they have entered their offline donations into their Personal Page.

 - **Have fun and Celebrate your Success!** Create a team T-shirt, banner or hat to help identify and encourage your team on Walk Day. But most importantly, celebrate your success on iWalk Day and the efforts you and your team members have made to help support the Brighton Center and children with disabilities and delays!

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