

# Team Captain TIMELINE

## ▶ 8-12 WEEKS

- Register your team online or submit forms.
- Build a BFFW team and personal web page at your local thon site.
- Set your team goals.
- Begin recruiting team members via e-mail, phone calls, and letters.
- Find your company's matching gift policy.

## ▶ 4-8 WEEKS

- Hold a BFFW kickoff party!
- Continue recruiting team members.
- Let your team know fundraising deadlines to receive incentive prizes!
- E-mail your team important updates and information.
- Begin collecting donations – **it is never too early!**
- Collect team pledges and turn them in at a Bank Night.\*\*

## ▶ 2-4 WEEKS

- Host a team fundraiser: cook-off, garage sale, etc.
- e-mail your team with weekly incentives and updates.
- Be sure your team members are registered.
- Collect team pledges and turn them in at a Bank Night.\*\*

## ▶ 1 WEEK

- Communicate all of the BFFW details from Best Buddies.
- Let your team know what time and where to meet at the BFFW.

- Collect team pledges and turn them in at a Bank Night.

## ▶ WALK DAY

- Meet your team at a designated location.
- Turn in additional pledges. Must be turned in no more than 10 days after BFFW to receive incentive/prizes.
- Take a team picture.
- Enjoy the day and celebrate the difference you are making with your team.

## ▶ AFTER THE WALK

- Collect and turn in additional pledges.
- Congratulate and thank team members for their hard work.
- Host a thank you wrap up party and recognize top team members.
- Start planning for next year!

## ◆ CONGRATULATIONS!

- You did it! Thank you for all your efforts to support Best Buddies and people with Intellectual disabilities!

## ◆ \*\*BANK NIGHTS!

Special hours will be available for you to drop your teams collected pledges so you don't have to worry about them! This will make your registration process a lot easier at the BFFW. More information on dates and times will be mailed to Team Captains, or contact the Best Buddies office at your state.