

# Team Captain 101 Checklist

## Get Set Up For Success

- Register for your team and self-donate.
- Use the [Team Captain Goal Setting Worksheet](#) to determine your fundraising and walker recruitment goals.
- Update your Team Page with your fundraising goal, a photo and a story about why you created the team via your Participant Center.
- Attend the Kickoff event or contact your Walk manager to get helpful resources for fundraising and recruiting walkers.

## Start your Personal Fundraising Campaign

- Set an example for your team by sharing your Personal Page link via email, text and social media to ask everyone in your world to donate.

## Recruit Walkers

- Develop a walker recruitment plan that includes things like promoting the Walk at work and/or in your community, distributing materials, and arranging for a LUNG FORCE Walk representative to speak with potential supporters.
- Use the [How to Build Your Team](#) guide to learn how to send recruitment emails to your contacts from your Participant Center. If someone can't make the Walk, ask them to donate!
- Send a team-building announcement with your team flyer to all current members to enlist their help in recruiting team members.

## Celebrate!

- Send regular progress reports on your team recruitment and fundraising to all members.
- Set a plan/time to meet and “pre-party” on Walk Day.
- After the Walk, post photos, share your team's success, collect post-Walk donations and thank your members and donors.