

## What you'll find in this packet:

Information on becoming a Team Captain  
Team Captain Checklist



## BECOME A TEAM CAPTAIN

### What is a team?

A team is a group of people who come together to support the CODA Out of the Shadows Walk. It can be made up of family, friends, neighbors, classmates, co-workers, or members of your book club, place of worship, etc. Individual walkers are welcome, but forming a team can be a fun way to raise awareness and funds for the harris project's CODA prevention programming.

### Register your team online.

1. Go to <https://ssl.charityweb.net/theharrisproject/codawalk/> or use QR >>
2. Click on "Start a Team"
3. Enter your team name, team fundraising goal and contact information
4. Click "Start my Team"



### Ask your friends and family to join as team members.

Ask them to register online under your team and start raising money. The first 500 individuals to raise \$20 or more get a free tee shirt! Donations can be made safely and securely online using your walk team fundraising page. If you collect checks, remember to bring them with you to the walk.

### Tell your personal story.

Design your own fundraising page online. Tell everyone why you are participating in the CODA Out of the Shadows Walk. You can even post photos! Then, write letters or send emails to friends and family asking them to support your efforts. Tell them how easy it is to donate online or send you a check.

### Create your team identity.

While the harris project and sponsors will be distributing lots of swag, you can create a team T-shirt, buttons, bandanas or hats to wear on walk day.

## Stay in touch with your walkers.

Stress the importance of fundraising to further the mission of the harris project.

## Stay in touch with the harris project.

Let us know your fundraising challenges and successes. The CODA Out of the Shadows Walk team can give you ideas that have worked for other teams. Email [stephanie@theharrisproject.org](mailto:stephanie@theharrisproject.org) or [rshah4@pace.edu](mailto:rshah4@pace.edu).

## We can't wait to see you and your team on September 28<sup>th</sup>!

### Team Captain Checklist

**Use this checklist to ensure that you have completed all of the steps necessary to have a successful team at the CODA Out of the Shadows Walk this year!**

- Register as a Team Captain online at <https://ssl.charityweb.net/theharrisproject/codawalk/>
- Set a fundraising goal.
- Ensure that all team members have registered online before walk day.
- Set up your personal fundraising page on <https://ssl.charityweb.net/theharrisproject/codawalk/> and send regular reminders and messages to your team so excitement grows leading up to walk day.
- Involve your company/employer. Did you email your co-workers to join the team? Did you involve your boss to rally your company team?
- Encourage all team members to be active fundraisers to help further the mission of the harris project. Make sure that each walker sets an individual fundraising goal.
- Create team T-shirts, buttons, hats, bandanas, headbands, photos or a banner to increase your visibility on walk day.
- Many employers will match donations, the harris project is a 501(c)(3) nonprofit organization. Our tax id is #47-1377561.