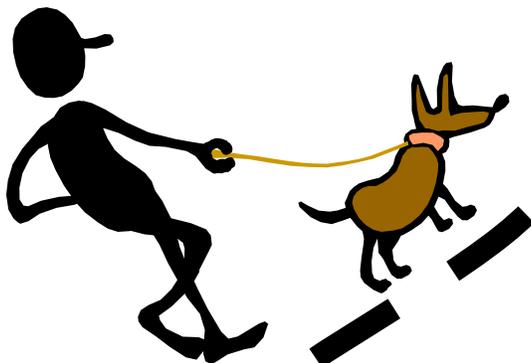


2009 Team Walk Tips

For more information contact: Brook Gentile - brooke@mhcfoodpantry.org or 355-6843
Sign up today at: homewardboundindiana.org and team envelopes can be picked up at City Hall,
Community & Family Resources Department, Suite 260.



**Walking in the
Right Direction**



Tips and Ideas for

Developing a

Successful Team

HOMÉWARD BOUND

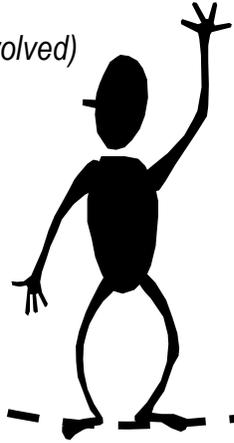
Sunday, April 19, 2009 | Third Street Park

Every Team Needs a Captain

*Team Captains have an important role.
They are on the front lines of this campaign to help those who are struggling against homelessness.*

Looking for a Team Captain? Look for someone who:

- is **Competitive** (They don't like to lose and usually they get everyone involved)
- is **Organized**
- has a **Positive** attitude
- is **Creative**
- can **Delegate** tasks
- likes to **Have Fun**

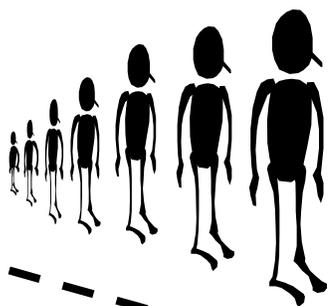


A Team Captain is responsible for:

- Building a team
- Registering the Team online (homewardboundindiana.org)
- Selecting a co-captain to assist with follow-up and provide help with additional details
- Communication between the Homeward Bound 5K Walk and their team.
- Organizing committees within the team. This will give people an opportunity to participate in the planning and take ownership of the project. Usually people that have a role to fill want to be successful.
- Setting a fundraising goal that the team would like to achieve.
- Establishing company incentives to offer to team members that are working hard
- Distributing collection envelopes, walk information and information about to teammates
- Following up with collection of envelopes
- Organizing a group to walk (optional)
- Recognizing team members for their efforts
- Motivating the team by saying thank you "A LOT"
- Hosting a wrap-up party
- Having fun!



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Recruiting Team Members

Great ideas for recruiting team members and walkers:

- JUST ASK! People want to get involved, but may be too shy to start the ball rolling. Make sure that your team members know how much fun they are going to have the day of the Walk.
- Set up a display of pledge forms on a workplace or store counter or give one out with every purchase. Lead customers to the web-site.
- Invite a member of the Homeward Bound Walk Committee to speak at your organization or business.
- If you have more than one department in your business, set up teams in each department and have some friendly competition
- Hold a rally to kick off the event in your office
- Promote the day of the event. There is more than just walking that goes on. Let everyone know that there are other ways of contributing to the event other than walking.
- Organize a committee whose goal is to form several teams within your business or organization. The more people motivating others, the higher your success rate.
- Distribute the Homelessness Fact Sheets provided on homewardboundindiana.org.
- Have your Human Resource Department to get involved in communicating with co-workers.
- Arrange group transportation to and from the Walk for your team.
- Plan a pre or post walk party for your team.
- So some bonding with your team by walking during lunch, before work or after work.



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Pick a Theme

No, you are not required to pick a theme, but it can be fun!

So why pick a theme?

- Your team can be having fun as well as raising money for Homeward Bound.
- Creating a theme also distinguishes the teams if you have more than one team in your business.
- A theme draws attention and creates interest in your team and the walk.
- Picking a theme gives people an opportunity to be creative and incorporate their own interests into the event.
- A theme can represent the interests or marketing of your business and products.
- A slogan can be a great motivator.

Ideas for Themes:

1. Racing to the Checkered Flag
 - Wear racing gear
 - Carry checkered flags
 - "Driving out Homelessness"
2. The Wild Walkers
 - Wear animal prints
 - Funny shoes
 - "We're Roaring Mad about Homelessness"
3. Golfers
 - Wear golf clothes
 - Carry a golf club (can get at Goodwill on the east side)
 - "We're tee'd off about homelessness"
4. LifeSavers
 - Wear life guard gear
 - Carry the lifesaver rings
 - "No One should Drown in Homelessness."



Ivy Tech's Combat Poverty Team Theme 2007



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Fundraising Ideas

10 steps to raise \$500.00



1. ASK FRIENDS

Ask 20 friends, family, and co-workers to donate \$25.00 each. *(And yes you do know 20 people)*

2. PENNY WAR

Anyone that wants to participate can have a jar on their desk or work area. People vote for a person that they feel has worked the hardest this month by putting a penny in their jar. Pennies are worth positive points so you can sabotage someone by dropping silver coins which count as negative. At the end of the contest, whoever has the most pennies wins a \$25.00 gift card your company has purchased. All the pennies from every jar are donated.

3. BAKE SALES

Bake sales are always a hit. Try having one every Friday to rev up excitement.

4. PARKING SPACE AUCTION

Have a silent auction of one to three *prime* parking spots for a month. Are there other *prime* items your staff would enjoy that wouldn't cost the company much if anything? Be creative!!! And have fun.

5. DRESS DOWN DAY

Dress Down Day. Staff pays \$1 -\$5 to dress

in jeans and sneakers. Or Dress up Day (something funny) and have people vote on their favorite outfit.

6. GIVING TREE

Create ornaments with a dollar amount for an item or service that a donation of that amount could provide for a homeless individual. Encourage people to select an ornament and contribute the designated amount.

7. EMAIL

Add a P.S. at the bottom of your e-mails asking people to donate to your team by going on line and having payment options.

8. SUNDAY COLLECTION

Ask your faith community if they will give people notice that a second collection will be taken for Homeward Bound.

9. CONTESTS

Start a contest with other teams within your business or between businesses. People like competition.

10. SPREAD THE WORD

Ask any organization you may be involved with to participate by forming a team or taking a special collection at your next meeting. Set up a competition between clubs.



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Motivate, Motivate, Motivate

We all need motivation even for a good cause!

Motivational Ideas for your Team:

- Thank yous, thank yous, and more thank yous!!! People like to know that their efforts are noticed.
- Make announcements at meetings regarding who raised the most money so far or who raised the most this week.
- Make a chart showing how much has been collected and how close you are to the goal
- Reward teammates with prime parking spots, an extra hour for lunch or a gift card.
- Offer coffee and rolls or bagels for the teams that reach their goals.
- Offer secondary rewards for teams closest to reaching their goals, such as coming into work an hour later than usual.
- If your team consists of family and friends offer to have a cookout, send thank you notes, letters, and e-mails.
- Reinforce with your team that the money they donated can pay for a person to stay ____ nights at a shelter, feed ____ families of four or allow a youth ____ weeks at the Youth Shelter.
- Compare your team with other teams – compete, compete, compete!



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