AIDS WALK NEW YORK
MAY 21, 2017

TEAM LEADER CHECKLIST

- [x] **Sign Up:** Register your team for AIDS Walk New York 2017!
- [ ] **Set Goals:** Make sure to set an example for your team and set your personal and team goals!
- [ ] **Get Personal:** Customize your Fundraising web page with a personal message and photo.
- [ ] **Show it off:** Order some free promotional materials from your Fundraising Specialist to decorate your school, office, or store!
- [ ] **Meet Up:** Attend one of our workshops and meet other Team Leaders and the AIDS Walk staff.
- [ ] **Find a Helping Hand:** Recruit a co-leader to help you motivate and build your team.
- [ ] **Throw it Back:** If you had a team last year, ask your Fundraising Specialist for your 2016 Team Roster to re-recruit!
- [ ] **Build it Up:** Sign up friends, family, and coworkers to your team. Ask them to sign up at least one other person!
- [ ] **Set a Date:** Organize a fundraiser, happy hour, party, or raffle with your team!
- [ ] **Get Ready:** Let your team know where to meet on the day of the event so that you can walk together.
- [ ] **Mark Your Calendar:** Remind your Team Members of the fundraising deadline!
- [ ] **Show Some Love:** Thank all of your donors and Team Members for their hard work and dedication!