

A national peer-to-peer fundraising event, June 18-25, 2023.

Team Captain Checklist

2 MONTHS OUT (April 18, 2023)

- Kick-start your fundraising!
- Donate to yourself – this shows everyone that you are committed to achieving your goal and sets the example for your current and prospective team members.
- Recruit, Recruit, Recruit! The more the merrier!
 - Share the link to your team page to register on social media and through email.
 - Talk about the event to anyone and everyone! Ask them to share the event through their networks as well and encourage them to join in on the fun!

1 MONTH OUT (May 18, 2023)

- Send out team updates and acknowledge the great fundraisers on your team. Keep them motivated!
- Create fundraising challenges for your team and offer up some prizes to further incentivize them.
- Did someone commit to a donation, but you haven't received it yet? Follow up. Life gets busy so a friendly reminder may be appreciated.
- Check your fundraising progress. Have you reached your goal? If so, increase it and share that news with your team!
- Finalize how you will participate – as a team, or if you're all taking on your own challenges, check in and help your teammates develop their challenge!

1 WEEK OUT (June 11, 2023)

- Encourage team members to continue to send out donation e-mails and follow-ups.
- Check your e-mail! Make sure you read all the event day information that comes your way and ensure your team does too! Forward these communications on as well.
- Get your event equipment ready!

EVENT WEEK (June 18 – 25, 2023)

- Encourage! Remind your team why you're doing what you're doing – supporting Sunshine Dream Programs to help kids and youth living with severe disabilities break their own barriers too!
- Upload photos directly to the Breaking Barriers group photo album here and see what others are doing across Canada: <https://photos.app.goo.gl/aKBZVWSNHGdFfjkE6>
- Post event day picture(s) or videos on social media. Make sure you tag @SunshineFound and use #SunshineBreakingBarriers

POST EVENT

- Send thank you notes to all your supporters and ensure your teammates do the same.
- Send thank you notes to your teammates for making this event a great success!
- Stay tuned for 2024 and be sure to send all updates to your team members!