



TEAM CAPTAIN PACKET

Sunday, October 22, 2023 | Fort Adams, Newport, RI | 10:30am – 2:00pm

WALK TO SAVE LIVES. WE NEED YOU AND THE ANIMALS NEED YOU.

Forming a Heart & Sole Walk Team gives employees, families, special interest groups and friends the experience of working together to achieve a collective goal while directly impacting the lives of homeless animals. For all involved the knowledge that you are working towards saving lives builds a strong sense of both company and community spirit.

Fundraising comes easily when you do it from the heart. Be creative and make it personal. A team can consist of two or more participants who register under a common team name. Any company, family, group of friends, club, community organization, business, school or special interest group can form a team. The first person who registers and creates a team becomes the team captain and then others can join in. A co-captain can also be appointed.

To get started visit our Walk registration and fundraising website at: **heartandsolewalk.org**

THE ROLE OF THE TEAM CAPTAIN

Pre-Walk

- Give your Team an official name
- Register your Team using our EASY & FREE online registration and fundraising site – visit: **heartandsolewalk.org**
- Set a team goal and a suggested goal for each team member. TEAM Goal \$ = # of Walkers x \$100
- Recruit team members and ask them to join your team and fundraise for the Walk. All fundraising prizes are based on individual fundraising efforts and total raised is applied to team goal. Monies collected goes to help the animals and donations are Tax Deductible.
- Team members can create their own fundraising page and/or use a donation form to collect donations of cash and check. Donations of cash and check may be credited online to an individual's or team fundraising page in the donations section of the fundraising dashboard. All funds raised will be credited to the individual and to your team goal.
- Share the fundraising tips for raising top dog dollars!
- The more money you raise the more prizes you will earn. Levels range from \$50 (\$25 for kids) - \$5,000!





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Share with your team and donors how their donations help:

- Care for the thousands of animals that pass through our doors each year and provide the second chance they all deserve.
- Spay and neuter all animals prior to adoption.
- Educate children in 18 local schools about the kindness and respect towards all animals
- Address problems of animal cruelty and neglect in our community.
- Strengthen the bond between people and their pets through obedience training.

Also important:

- Inquire about corporate employer matches within your team.
- Engage your team members and keep in touch with them to see how they are doing and communicate information about the Walk to your team.
- Host rally sessions to continually recruit and motivate members of your team.
- Put the fun in fundraising by holding a couple of special events to build camaraderie! These could be game nights, car washes, charity nights, bowling events, casual days, raffles, etc.
- Donations of cash/check should be listed on a offline donation form to be handed in with the funds collected the day of the walk or in advance to the team captain or Potter League. All fundraisers and donors will be acknowledged if an address is provided.

Week of Walk – October 15-21

- Verify any paper registration forms and turn in to the Potter League by October 20, 2023.
- Stay in close contact with your team members and tally up your total raised for your team, on and off line before the walk. We recommend you bring money into the shelter in advance of the walk to expedite check-in.
- While working towards your team goal, all team members will receive prizes for their total individual fundraising efforts. Top 3 teams will be recognized at the Walk.

Sunday, October 22

- If not done so already, ask team members to check-in at 10:00am to turn in money and redeem prizes. All team member proceeds will be credited to the team goal.
- Team photos will be taken at the Walk and special recognition given to the top 3 teams.
- Enjoy a great day of fun and activities at the Walk on October 22.

Walk brochures, additional registration forms and donation forms, fundraising tips and more available on our website! Contact Susan if you need additional help at SusanR@PotterLeague.org or 401.846.0592 x125.



THANK YOU AND GOOD LUCK!