

TEAM CAPTAIN CHECKLIST



Choose a Team Name.

Consider dedicating your team in honor of a loved one with childhood apraxia of speech, or pick a team name that describes your team. (i.e. if your team has an apraxia star named Sally, you could call your team "Sally's Super Squad")



Register as a Team Captain.



Log into your Participant Center.



Connect to Facebook.

Directly connect your participant center to Facebook for online fundraising.



Update your Team Page.

Describe why your team participates in the Walk for Apraxia. What motivates you to fundraise for Apraxia Kids? Are you fundraising in honor of an Apraxia Star? How can donors support your fundraising efforts? Add a photo or video!



Update your Personal Page.

Describe your personal goal as a participant. Why do you Walk for Apraxia? Are you personally affected by childhood apraxia of speech or are you supporting a loved one who is? Add a photo or video!



Share your online team fundraising page.

Share your team page link via email or social media to spread awareness and inform supporters about your participation in the Walk for Apraxia.

Stay informed and Spread the Word.



Connect on Facebook.

Follow the [Walk for Apraxia page](#) and join the [Team Captains private group](#).

Find your Walk for Apraxia event page on Facebook.

Mark yourself as "Going" to the event and click the "Share" drop down to invite supporters to the Walk for Apraxia event page.

Share the Flyer.

Go to your Walk for Apraxia website and download the Walk Flyer. Print the flyer and with permission, hang in high traffic, public locations like your local library or grocery store!

Lead and Inspire your Teammates. Remember, they are supporting you!

Invite People to Register.

Direct them toward your Walk webpage so they can join simply by clicking "Join Team."

Set team and individual fundraising goals.

Think of ways for your team to reach \$1,000 or more to become a Champions Club member and how each team member can contribute to that goal.

Invite and encourage all team members to actively participate in team fundraisers.

Contact team members regularly.

For more support, see the [Email Templates](#) and the [Social Media Guide PDFs](#) in the participant center toolkit for suggested language.

Thank everyone.