

**10 Steps for Team Leaders**

***These steps can help with leading a virtual team.***

1. Begin recruitment now! The earlier you start, the more you will be able to spread the word and gather teammates. But remember, it’s never too late to ask someone to join your team (and/or donate to your team).
2. Follow-up is key! Remember to check back in with those who show interest in being on your team to get a commitment!
3. Choose a team name and email TPN to confirm your team’s participation. Teams are the STARS of Steppin’ Up and we want to share it! (email kerry@turningpointsnetwork.org or call 603-543-0155 ex. 105)
4. Set up a FirstGiving online fundraising page! This is your HUB for you and your team! Track donations and see the leaderboards! This is a FREE tool. Read more about FirstGiving in “4 Ways to Energize Your Team”.
5. Talk with your teammates about creative fundraising ideas during COVID-19 to help jump-start your efforts! (See Fundraising Tip Sheet)
6. Continue to recruit team members and seek pledges. Keep talking it up! You’ll find people who want to be involved that you hadn’t thought of. Monetary donations to TPN are tax-deductible; tax receipts available upon request. *Checks can be made out to TPN or Turning Points Network.*
7. Remember to use email, Facebook and Twitter to: generate excitement about your team, keep in contact with your teammates, and reach out to potential contributors. Be sure to “like” TPN on Facebook to follow us with any updates about Steppin’ Up.
8. Keep in contact with TPN. A quick reply to periodic Team Leader emails is tremendously helpful to TPN.
9. Encourage your teammates to raise funds online through FirstGiving or deliver (or mail) their cash or checks to you. You can mail your team’s donations to TPN, 11 School St., Claremont, NH 03743 or call 543-0155 to arrange to drop off your donations by meeting a staff member at the door.
10. Follow your bliss! Encourage your teammates to do what they love in honor of survivors and Steppin’ Up: knit, run, read, meditate, craft, walk…it’s easier than ever to participate “Anytime, Anywhere, Any Way You Want”!

Remember, we’re here to help--call or email with any questions. We are grateful for your participation and we want to help YOU have a great time “Steppin’ Up”!

All forms are available online at <https://www.turningpointsnetwork.org/steppin-up>or call us at 543-0155.

**Thank you for *Steppin’ Up!***