



Recovery Walks! 2009



STEPS FOR SUCCESSFUL TEAM BUILDING FOR TEAM CAPTAINS

All of the materials you need are available on-line at www.recoverywalks.org. If you do not have access to the internet your PRO-ACT Team Captain County Coordinator will help you get what you need.

- **Attend a Team Captains' Kickoff Meeting in June.** You will receive more instructions on how to organize your team. The Recovery Walks! website, www.recoverywalks.org, will be live at the kick-off meeting and we'll give a presentation on how to use it. You will be notified in advance.
- **Register yourself as a Team Captain.** Go to www.recoverywalks.org. If you don't have internet access, simply complete and return the registration form provided in your folder.
- **Decide what kind of team you want to build.** For example, do you want to build a family & friends team, company team, organizational team, faith-based team, union team, treatment center team or a combination of walkers.
- **Set a donation goal for your team.**
- **Review your Sample Team Captain Kit** which includes: team registration form and walk waiver form, envelope for donations and contribution/registration list. Whenever possible encourage your team members to register and donate on-line.
- **Recruit your walkers to register for the walk.** Simply go to www.recoverywalks.org. If you don't have internet access, simply complete and return the registration form provided in your folder.
- **Inform everyone you know about Recovery Walks! 2009**
- **Keep accurate records** of the walkers you recruit by collecting their registration forms, if they haven't registered on line. We encourage you to maintain a master list of who is walking on your team, and then send the forms in to the local walk office.
- **Stay in touch with PRO-ACT staff or volunteers** organizing the event. They can answer any questions you may have and assist you in anyway possible.
- **Stay in touch with the walkers that you recruit for your team.** Make sure that everyone knows why you are raising money for PRO-ACT. There is a "Who is PRO-ACT" sheet in your walk kit that should be helpful. It tells you all the programs PRO-ACT has to educate and advocate for individuals suffering from substance use disorder and their families. Follow-up with all of your walkers to make sure that they are gathering pledges and will be attending the walk.
- **Walkers will receive an official Recovery Walks! 2009 T-shirt** when each walker has raised \$50. Teams can earn a T-shirt for everyone if they average \$50 for every team member (Example: A team of ten walkers raises a total of \$500, each member receives an official **Recovery Walks! 2009** T-shirt).
- **PRO-ACT has engaged a vendor to produce affordable individual Team T-shirts** to encourage team unity. Information regarding this option will be available at the June Captain Kickoff Meetings.
- **Show your gratitude** by writing (or emailing) everyone a thank you letter. You are encouraged to include the fundraising results for your team. Also include pictures from the day if you can.
- **Celebrate the important role you, your family and friends** are playing in the fight for all those dealing with substance use disorder and know that PRO-ACT, its participants and staff are very grateful for your efforts and support of the **Recovery Walks! 2009**.