



Ambassadors for Recovery

**Recovery Walks!**



 Recoverywalks

[www.recoverywalks.org](http://www.recoverywalks.org)

 @Recoverywalks

## Successful Team Building for Team Captains

All of the materials you need are available online at [www.recoverywalks.org](http://www.recoverywalks.org)

- **Attend a Team Captains' Kickoff Meeting.** You will receive more instructions on how to recruit your team. The Recovery Walks! website [www.recoverywalks.org](http://www.recoverywalks.org) will be live at the kick-off meeting and we will show you how to use it. You will be notified in advance of the times and places of meetings.
- **Register yourself as a Team Captain.** Go to [www.recoverywalks.org](http://www.recoverywalks.org) and complete the Team Captain Registration form.
- **Inform everyone you know about Recovery Walks! and recruit walkers.** Make sure that everyone knows why you are raising money for PRO-ACT and explain what PRO-ACT does. See the website at [www.proact.org](http://www.proact.org) for more information on all the programs PRO-ACT offers to educate and advocate for individuals suffering from substance use disorders and alcoholism, as well as for their families.
- **Create your own fundraising website** to send out to your family, friends, and colleagues. You can set your goals of how much money you want to raise and/or how many people you want on your team. Pick from several pictures to give your fundraising website your individual touch and send it out through email, Facebook, or Twitter to show your support for the cause.
- **Team members should register themselves.** Your team members should register online at [www.recoverywalks.org](http://www.recoverywalks.org) through your team page. If they don't have computer access, have them complete a Walker Registration Form so you can enter the information online for them.
- **Decide what kind of team you want to build.** For example, do you want to build a family-and-friends team, company team, organizational team, faith-based team, union team, treatment center team, or a combination of walkers? Then select an appropriate name for your team.
- **Donations.** Request your team and walkers to collect monetary donations because items and gift cards are not counted by the IRS in the same way as money (and could affect their eligibility as tax deductions).
- **Earning Official T-shirts.** Everyone who raises or donates \$50 or more (or has donated in their name) receives one official t-shirt.. They are not for sale.
- **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 Team Captains' Kickoff Meetings.
- **Show your gratitude** by writing (or e-mailing) everyone a thank-you note. 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 disorders and know that PRO-ACT, its participants and staff, are very grateful for your efforts and support of Recovery Walks!

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