



TEAM CAPTAIN GOAL SETTING WORKSHEET

Team Name: _____

Captain: _____

Co-Captains: _____

When setting your team’s goals, look back at your team’s performance from last year (if applicable). The average Bike MS cyclist raises \$750.

PREVIOUS YEAR'S RESULTS	THIS YEAR'S GOALS
# of team members: _____	# of team members: _____ (i.e.: 20% increase = number of previous year cyclists x 1.2)
\$ amount raised: \$ _____	Minimum \$ goal: \$ _____ (i.e.: team member goal x previous team member average)
Average team member \$ raised: \$ _____ (Dollars raised ÷ number of team members)	Suggested \$ goal: \$ _____ (i.e.: number of team members goal x \$750 Bike MS average)

PLANNING ACTIVITIES

1. Appoint team co-captains

Due date: _____

People to ask:

- _____
- _____
- _____

2. Customize team web page (visit your participant center)

Due date: _____

3. Team kick-off announcement to all previous team members and/or company employees

Due date: _____

4. Recruitment activities

ACTIVITY	DATE	\$ GOAL

5. Fundraising activities

ACTIVITY	DATE	\$ GOAL

6. Email to all team members announcing goals and activities

Due date: _____

7. Thank you note to all team members

Due date: _____



RECRUITMENT CHECKLIST

- I have set my team recruitment goal (if I am a returning team captain, my goal is at least 20% higher than my previous year's team size).
- I have selected my co-captain(s) and a team committee to assist me in organizing and motivating my team.
- If I have a corporate team, I have secured support from my company's top executives.
- I have set a date for our recruitment event and asked the Society to send a representative to my event.
- I have publicized my team through posters, newsletters, social media and word of mouth.
- I have personalized my email signature to let others know I am riding and recruiting team members.
- I have made a list of possible team members and personally asked each individual to join my team.
- I have encouraged every team member to recruit at least one new team member to join our team.
- I have contacted the Society for help brainstorming other ideas.

FUNDRAISING CHECKLIST

- I have set a team goal and have informed all of my team members of our team fundraising goal.
- I have personalized my personal and team web page with a picture and short story of why we ride.
- I have familiarized myself with the fundraising resources available on **bikeMS.org**.
- I have asked my company or organization to make a donation to our team.
- I have asked my team members and donors if their companies have a matching gift program. If so, I have encouraged them to ask their coworkers to donate to them and request matching funds.
- I have planned at least one fundraising event for my team (e.g. bake sale, car wash, etc.).
- I have told everyone on my team the date of our fundraising event and delegated responsibilities to them.
- I have informed the Society of our fundraising event.