**TEAM MEMBER INSTRUCTIONS**

**Thanks for choosing to be on a team! It’s fun to work together! Here’s what you do:**

**1. Set up your walk page (FundEasy). Go to savalifebessemer.org and click on the link on the homepage. You can add offline donations\* to your page from sponsor forms (see #2). Be sure and share your page at least once a week.**

**2. You can use a sponsor sheet (enclosed in packet). You can make more copies if needed. Pass around in groups, put out in a break room at work (with permission). Call friends and family. We will send them a bill with return envelope after walk for a $20 minimum donation.**

**3. Your team leader should give you at date (week of the walk), to turn in your sponsor form and money. Please check and make sure you have complete addresses for those that are to be billed. Make sure you have your money and it matches amount on sponsor forms. Those that paid online make sure it is marked.**

**4. Complete TOTAL & INFO form and give to your team leader. This includes sizes for t-shirts. For every $150 raised, you get a t-shirt.**

**Remember no amount is too small or too large when seeking sponsors!!!**

**\*When adding offline donations, be sure login to your fundeasy acct, like you did when setting up. You will see all the yellow promps where you can change goal, pictures, etc. You will click on offline donations and you will see fields that have to be filled in. All we need if they paid online is name and amount. FundEasy generates a receipt automatically to send to donors. If they are being billed you must complete all the fields. Some are use to setting up fundraising pages on Facebook, etc. That’s ok. If you are doing both and want to add your Facebook donations to your Fundeasy page this is what you can do – for first name put Facebook and last name put Donations. Put your address in the fields and the total amount raised on FB.**