

# Rake-a-Thon

## 2023 Team Leader Checklist

Thank you for joining us as a Team Leader for the 10th Annual Habitat for Humanity Rake-a-Thon! This checklist will help you better understand the role of a Team Leader. Additional questions can be directed to Yuchen Shi, at [yshi@cvillehabitat.org](mailto:yshi@cvillehabitat.org).

### For day-of needs, please TEXT:

Natalie at **434-233-4646**, Yuchen Shi at **857-300-7378**, or Amy at **434-218-9900**

### FRIDAY

- Text ALL of your team members**
  - Send lawn addresses to all team members (or just the drivers), TL's will receive these Friday by 2pm
  - Remind everyone to be on time
    - Non-UVA Groups:** arrive at the first lawn no later than 9:30.
    - UVA Groups:** meet at the Amphitheater at 8:30 and be at the first lawn by 9:30.
  - Ask volunteers to let you know if they can no longer participate. Even small teams are mighty, we have grouped teams to make up 12-15 volunteer raking teams. If volunteers do not show up, it will be harder on the rest.
- Text Habitat staff** Amy 434-218-9900 about any major changes in your team size.

### SATURDAY

#### Lawn #1

- Contact the Neighbor** to tell them you are on your way (*designated teams only, Habitat will let you know at Rake pick up*)
- Arrive at first lawn and huddle your team (no later than 9:30 am)**
  - Thank your team, and remind them about customer service & courtesy
  - Assign someone(s) to be the photographers for your group
  - Post pictures on social media, #habitatrakes2023
- Fill out your volunteer sign-in sheet**
  - Add any unregistered volunteers to the volunteer sign-in sheet and ask them to complete a liability waiver. Place completed forms in the Team Leader packet.
  - Text a picture of your completed sign-in sheet to (857-300-7378)
- Knock on the Neighbor's door**
  - Introduce yourself and your team, and give them the Neighbor Packet
  - Thank them for participating!
- Complete that lawn**
  - Let the Neighbor know when you are leaving (accept donations if given, no need to ask if not offered. Habitat will follow up)
  - Do not stay over the allotted time
- Move to the next lawn & repeat!**

**Mid-point Check-In (11:15 am):**

- Text Habitat with an update: “On Track”, “Ahead of Schedule”, OR “May Need Help!”

**Finishing Last Lawn**

- Text Habitat BEFORE leaving your last lawn. If you finish before 1pm, we may reassign you to help another team that is near you and falling behind. This is vital to ensuring all 100+ lawns get raked.

**Rake & Team Leader Packet Return**

- Return to Habitat Office (967 2nd St. SE) to return:
  - Rakes
  - Team Leader Packet
  - Donations

**THANK YOU FOR SERVING AS A HABITAT RAKE-A-THON TEAM LEADER!**