

PHILLY
SPIN-IN



 Children's Hospital
of Philadelphia®

A GUIDE FOR TEAM FUNDRAISING



TEAM CAPTAIN CHECKLIST

REGISTER YOUR TEAM

Thank you for registering and joining us at Philly Spin-In!

PERSONALIZE YOUR PAGES

Log in to your fundraising dashboard and tell your story about WHY you are participating in Philly Spin-In. You can even upload photos to share on your personal and team pages. Statistics show that the more personalized your fundraising page is, the more donations you will receive.

RECRUIT YOUR TEAM

Start recruiting your team right away! Send your team page link to your friends and family, encouraging them to join you. When you work as a team, it's much easier to achieve your goal!

START FUNDRAISING

It's never too early to start fundraising! Tell everyone you are participating in Philly Spin-In and why you are riding.



PERSONALIZE YOUR PAGES

Personal stories help show people why Children’s Hospital of Philadelphia and Philly Spin-In are important to you. As team captain, you can tell your team’s story on your team fundraising page and share your personal story on your personal fundraising page. You can also adapt your story for any emails/letters you send to your network asking for donations. As you write, keep in mind:

- Balance fact with feeling. Share your or your loved one’s experience with cardiac disease. Emphasize personal details and write with emotion, but also include information about the event and remind them to ask if their employer offers matching gifts.
- Include a picture of who you are riding for.
- Share your team’s fundraising goal.

THE FUNDRAISING DASHBOARD

Each member of your team can log in to PhillySpinIn.org and view his or her fundraising dashboard. Each member can click “Account Login” in the upper right, and enter their email address and password.

In the Dashboard, you will be able to:

- Personalize your page.
- View your donations received.
- Send thank you emails to your supporters.
- Send fundraising/recruitment emails to your network that take them directly to your personal page.
- Register additional family members.
- Add an offline (check or cash) donation so it reflects on your fundraising page.
- Add a matching gift pledge so it reflects on your fundraising page.
- Download fundraising resources (offline donation form, customizable flyers, etc.).

As a team captain, you can click on the “Your Team Fundraising” tab and find the same information about your entire team. You’ll be able to:

- Personalize your team page.
- Recruit team members.
- Send a message to your team members.

RECRUIT YOUR TEAM

Once you have personalized your personal and team pages, it's time to start recruiting your team. The larger your team is from the start, the more money you will raise!

START BY GATHERING NAMES FROM YOUR:

Email addresses/address book • Holiday card lists • Social networking sites

THINK ABOUT:

People you see every day • People from your past • Businesses you frequent

SOME IDEAS:

- Your relatives
- Your lawyer
- Your child's pediatrician
- Friends from your old job
- Your son's or daughter's scout leader
- People from your lodge or club
- Friends from school or college
- Your florist
- People who sell you clothing
- Members of your hobby group
- Your babysitter
- Your painter/decorator
- Friends from your old neighborhood
- Your insurance agent
- Your next door neighbor
- Your car salesperson
- Your CPA
- Your travel agent
- People you know through your spouse
- Close family friends
- Business contacts
- People you know through your children
- Friends from your present job
- Your dry cleaner
- People who sell you groceries
- Members of your sports team
- Your letter carrier
- Your plumber
- Members of your church or synagogue
- Your children's principal
- Your veterinarian
- Your landlord
- Your best lunch date
- Your wedding attendants
- Your car repair person
- Your hairdresser or barber

Assemble a master list of people to approach, including their email addresses. If you plan to send solicitations by mail, collect their mailing addresses as well.

START FUNDRAISING

As team captain, you set an overall fundraising goal for your team as a marker to measure your success. Think about how many participants your team will have. Next, think about a target goal for each member. The minimum fundraising amount is \$1,000 per bike, but participants have raised much more!

Here are five simple fundraising steps you can share with your team:

HOW TO RAISE \$100 IN FIVE DAYS

DAY TOTAL

- | | |
|--|-------|
| 1. Create your fundraising page and make your own \$10 donation..... | \$10 |
| 2. Ask three friends for \$10..... | \$40 |
| 3. Ask two co-workers for \$10..... | \$60 |
| 4. Ask two neighbors for \$10..... | \$80 |
| 5. Ask two relatives for \$10..... | \$100 |



QUESTIONS:

Visit PhillySpinIn.org



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