



WOMEN BUILD 2026

Team Leader Checklist for Success

GETTING STARTED

- Customize your personal and team fundraising pages.
- Register for your build day on the volunteer portal
- Use the [social media kit](#) on the Women Build resource page for ideas to post on your personal social media accounts and encourage your team to do the same.
- Set the goal to have your team full at least 30 days before your build day.
- April 15th is the deadline to fill your team spots. All team members must sign up for their fundraising page and register for their build day on the volunteer portal.

ONGOING

- When a new member joins your team, you will receive an email notification.
- Please welcome all new members to your team by customizing the "Welcome New Team Member" email template found in the [Social Media Kit](#).
- Create a group Fundraising text thread
- Post frequent updates to your team page thread.
- Send frequent updates to your teammates letting them know your progress. You can highlight members who are doing well and organize group fundraisers and celebrations as you see fit!
- Thank your donors and remind your team members to do the same.
- Connect with your Build Day Besties for support about fundraising and build day preparation.

30 DAYS BEFORE YOUR BUILD DAY

- Monitor your team's progress and use the [Fundraising guides on the Women Build resource page](#) to support any team members who have not started fundraising yet.



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7 TO 14 DAYS BEFORE YOUR BUILD DAY

- Coordinate transportation/carpools for your team.
- See how you can support anyone not at their fundraising goal. Provide encouragement and support. Rally the team!
- Ensure your team members have received all the key logistics information for your build before your scheduled build day, such as arrival and departure times, what to wear/bring and parking information.
- The final date to make changes to your build day roster is 48 hours prior to your build. (Emergencies excluded)

BUILD DAY

- Make sure your whole team arrives at the build site by 8:45am so we can start on time at 9am.
- Enjoy your build day, work hard, and celebrate the difference you have made!
- Take photos and share your on-site experience to thank your donors and continue fundraising.

RIGHT AFTER YOUR BUILD DAY

- Thank your team for their hard work leading up to and during the event by customizing the "Thank You - Builder" email template in the social media kit on the [Women Build Resource](#) page.
- Organize a team celebration, big or small!
- Thank your donors and use photos from your volunteer day! Photos will be emailed to you the week after your visit on site.