

# Team Captain To-Do List

Quick reference of a team captain's primary responsibilities for the Bowling Classic.

## Immediate

- recruit a team of up to 6 bowlers. This includes you and 5 others.
- start your team registration as soon as possible so that your bowlers can also register on your team.
- distribute bowler information to each team member
- set a team goal of at least \$750. That's \$150 for each bowler.
- make sure everyone knows about the prize incentives! These begin at the \$150 level.
- complete your team registration on Qgiv site
- encourage team members to actively secure donations from friends, family, and colleagues: Bowler's \$10, plus \$10 from 14 friends, is \$150!
- encourage your team members to create and use individual fundraising web pages with JA's Qgiv Website. These pages are customizable.
- ensure that your team has paid their registration fees
- monitor team progress regularly

## One Week Prior

- remind team members of your bowling date, time, and place
- advise bowlers to
  - arrive at the center 30 minutes before start time to pick up shoes and bowling ball
  - turn in any remaining donations
- shirt pickup date: to be determined

## Bowling Day

- turn in any remaining donations (in bowling envelope)
- check in at the registration table. There you will receive:
  - lane assignments
  - shirt (if you have not already received it)
- organize your team on the assigned lane
- have fun!!!!

## After the Event

- encourage teams to post their pictures on social media and tag Junior Achievement of Mobile

Qgiv: <https://secure.qgiv.com/event/jamobile2025bowling>

Text-to-donate: send "mobile25bowl" to 50155.

All Qgiv donation methods go directly to Junior Achievement of Mobile.

