

## **Outline of Team Captain's Role**

*(subject to change)*

### **Register your team (program) on the Log 'N Blog website**

- As you register, please select the program from the dropdown tab to 'Create the Team' you're going to join and enter your pledge amount
- Once your Director/Chair approves, you'll receive notification that your team is ready to start collecting members!



### **Recruit team members**

- Classmates, family, friends, neighbors, PT alumni, ANYONE can join!
- As they register, they should be able to select and join your team if it was properly formed- yes, each of their \$10 minimum donations will go directly toward reaching your pledge

### **Solicit local businesses for support**

- We will provide a 'Strategies Packet' to team captains to help assist in this.
- Whether you ask for a one-time donation, donation if your team reaches a particular milestone, the company agrees to pay a certain number of dollars per mile or matches donations- it's entirely up to you and your team!
- Companies can visit the website and make a donation specific to your program by selecting it from the dropdown tab without registering to use the site themselves. This will then go toward reaching your pledge amount. Yes- people can do this too and receive recognition if you choose!
- Sponsors will be given recognition on your team dedicated page on the website. It will be your job to enter in this information on the website (we think!)

### **Manage your Blog on the Log 'N Blog website**

- Each team will have their own page where all members will be able to write blog posts about their experiences! As team captain, it'll be your responsibility to make sure inappropriate and distasteful postings don't occur.
- You'll have editor access to manage your page content and if you feel as though a team member is abusing the page or violating terms, contact us and we will cancel their membership with the site.
- We want this to be a positive thing for your program and need you to make sure the team represents it well!

### **Maintain contact with the Log 'N Blog team**

- We'll have access to everyone's contact information but will depend on the team captains to inform their teams of the updates, changes and new features of the site/effort
- We also want you to communicate concerns, improvements, and difficulties so we can try to handle them. Most likely, others are experiencing the same frustration and we'll try to fix it if possible!