

Polar Plunge Team Captain Checklist

Use this checklist to ensure you have completed all of the steps necessary to have a successful team plunge *for Special Olympics Virginia* this year.

- ___ Set a fundraising goal and a “people” goal for your team
- ___ Register as Team Captain at www.firstgiving.com/polarplungeva
- ___ Set up your own fundraising page at www.firstgiving.com/polarplungeva
- ___ Rally your team. E-mail your coworkers to join the team, or even ask your boss to help rally company support
- ___ Have all of your team members register and set up personal fundraising pages at www.firstgiving.com/polarplungeva
- ___ Provide your team members with the registration/donation sheet if they collect any cash or checks in addition to their online contributions
- ___ Encourage all team members to be active fundraisers – all money raised helps provide year-round sports training and athletic competition for children and adults with intellectual disabilities
- ___ Sign up on www.polarplunge.com to receive the e-mail newsletter for Polar Plunge updates
- ___ E-mail or call team members regularly to let them know the details of Plunge day
- ___ Create team T-shirts, buttons or a banner to increase your visibility on Plunge day
- ___ Collect donations and registration forms (for those who did not register at firstgiving.com)
- ___ Bring donations and registrations forms to Plunge registration. It is preferable to come to a pre-registration day. If you come on plunge day, be sure to go to the “team” registration area
- ___ GET READY TO PLUNGE!

For additional information, please check out the Polar Plunge Web site, www.polarplunge.com. Be sure to check out the Extreme Team Challenge information, too!