

Team Captain Checklist

BEFORE THE EVENT (June)

- Recruit your team – the more the merrier! Ask friends, family, neighbours, colleagues etc.
- Personalize your fundraising page – tell the world why you are participating in this great event.
- Kick-start your fundraising!
- Make sure your teammates have done the steps above.

1 MONTH BEFORE THE EVENT (July)

- Send out team updates and acknowledge the great fundraisers on your team. Keep them motivated!
- Did someone say they'll donate but you haven't received it yet? Follow up. Life gets busy so a friendly reminder may be appreciated.
- Start planning how you will make a splash and complete the Splash Challenges and/or Splash-tivities!
- Make sure you're following @SunshineFound on [Facebook](#), [Instagram](#), and [Twitter](#).

1 WEEK BEFORE THE EVENT

- Encourage team members to continue to send e-mails and follow-ups on donations.
- Check your e-mail! Make sure you read all the event information that comes your way and ensure your team does too!
- Get your water toys and event equipment ready!

During the Month of August

- Complete the Splash Challenges and/or Splash-tivities and get creative.
- Keep checking your email! Make sure you read all the event information that comes your way and ensure your team does too!
- Post your Splash-tivities on social media @SunshineFound and use the hashtag #SplashForKids on Facebook or Instagram by August 29th at 7pm.
- Email your Splash Challenge videos to events@sunshine.ca by August 29th at 7pm.

POST EVENT (Week of September 1st)

- Send thank you notes to all your donors and ensure your teammates do the same.
- Stay tuned for 2023!



Team Name Ideas

Need help coming up with a team name? Check out these suggestions!

- Sunshine Splashers
- The Dream Team
- DreamMakers
- Spreading Sunshine
- Dream Divers
- Splash All-Stars
- Aqua Dreamers
- Snazzy Splashers
- The Dancing Dreamers
- Sunshine Superstars
- Super Splash Bros
- The Yellow Submarines
- Sun-tactics
- Seas the Day
- Dream Spirit
- Bundles of Sun
- Sun and Games
- A Shine Line

How to Change Your Team Name (Team Captains Only):

- Log into and open your participant centre.
- Scroll down and click **“My Team”** on the left side of the screen.
- Click **“Team Name”** on the right side of your screen.
- Edit your Team Name.
- Click **“Save”**.