Week 11 Trail Life Feed the Need Checklist

Event Director

- Survey organization mailing list and supporters to find participants
- Form Calling Committee team
- Drive Strategic Funding with Troop Captains
- Weekly Activity and Strategic Timeline Review with Event Coach

Troop Captains

- **Responsible for driving troop family fundraising**
- **Responsible for driving troop corporate sponsorships, underwriters, matching donors, etc.**
- **Coordinate troop's Kick Off Dinner**

  Corporate Sponsor Responsibilities
  - Conduct Combined Team Meeting – Brainstorm master prospect list; assign each to a specific person for contacting
  - Weekly Activity and Strategic Timeline Review with Event Coach

  Strategic Funding Responsibilities
  - Conduct Combined Team Meeting – Brainstorm master prospect list for each Special Funding category; assign prospects to specific team members who will contact them
  - Weekly Activity and Strategic Timeline Review with Event Coach

Communication/PR Captain

- Create well-written press releases for radio, tv and print media outlets
- Schedule Calling Committee training
- Determine video participants, filming locations and videographer
- Weekly Activity and Strategic Timeline Review with Event Coach

Day of Event Captain

- Recruit a DJ-type personality for venue staging area
- Recruit a team of volunteers to secure door prizes and other donations for Kick off and Day of Event
- Coordinate with Corporate Sponsor Captain about collecting donations
- Weekly Activity and Strategic Timeline Review with Event Coach

Data Captain

- Weekly Activity and Strategic Timeline Review with Event Coach

Prayer Captain

- Pray daily; pray for unity, strong parent participation and kick off turnout
- Pray for Trail Life leadership
- Establish methods of communication for your prayer requests
- Weekly Activity and Strategic Timeline Review with Event Coach