

WOMEN BUILD 2021

Team Leader
Tool Kit



Congratulations on deciding to become a Women Build 2021 Team Leader!

You have taken the first step to transforming lives and helping to build strength, stability and self-reliance through shelter. Thank You!!!

Since 1982, Habitat for Humanity Metro Maryland has been working to bring people together to build homes, communities and hope. One way we do this is through our Women Build initiative.

Women Build is an unique opportunity for you to make a difference in the lives of hard-working families right in your local community. Women Build works to recruit, nurture, train, and empower women to address and help solve the housing crisis right in their own backyard. It doesn't exclude men but rather encourages women to break down stereotypes and learn the skills to help build a home.

As a Team Leader, **you** play a critical role in Women Build 2021. You will inspire and motivate other like-minded women to pick up a hammer and get involved to create positive change in our communities.

This packet will give you some ideas for recruiting and energizing your team, as well as tips for making your fundraising efforts a success in support of Habitat's mission to build decent and affordable housing in Montgomery and Prince George's County.

Thank you for your leadership and dedication! We could not continue our mission were it not for people like you!



Warm regards,

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Community Sponsor



House Sponsor
Boland

Next Steps for Team Leaders

The Team Leader is critical in making Women Build a success. Here's a step-by-step outline to help you! If you have any questions, reach out to Lisseth Orellana, Jeff Dee or Paige Beyer at WomenBuild@habitatmm.org. This year's Women Build begins in April and extends thru October.

1. Set up your team page on Classy

Classy is the fundraising website that will help you share your fundraising mission and goals with friends and family, raise funds and track donations. Simply go to our link below and follow the directions on **page 9** in this packet. You need to create a new team page for 2021 even if you had one last year. <http://give.classy.org/WomenBuildMetroMD2021>

2. Create unique team names

Be Creative!!! In the past, team names have included: Tough as Nails, Hard Hats and Heels, Riveting Roses, Women with Power Tools and more. This is a great opportunity to channel the energy of your team to make an impact and have FUN!!!

We do reserve the right to ask you to change a team name if it is determined that the name does not help advance our mission.

3. Recruit team members

Use **Classy** to invite friends, family, colleagues, book club members, or anyone you know to join your team. Check out the suggestions (**page 6**) for ideas on who to recruit. Customize the email recruitment examples (**see page 15**) to invite women to join your team.

4. Fundraise

Be sure that everyone you recruit as a team member understands that each member of your team is responsible for raising a minimum of \$350 by your team's build date. This money helps fund our homebuilding and revitalization programs. Habitat has a great website where you can create your own personal fundraising page and very easily ask for donations from friends, family, and colleagues. Follow the directions on **pages 9-14** in this packet to set up your own page.

5. Choose your build date

Once you have set up your team page and personal fundraising page, send an email to WomenBuild@habitatmm.org with your top three dates for your team to build. We will do everything possible to honor your dates but it is based upon first come, first serve.

Remind your team of deadlines and incentives

Although \$350 is the minimum required to participate in the Build, many builders set a goal based on the amount needed to earn a particular incentive. Be sure your team members know what's in store for them if they raise more money. Team members will receive their incentives either on their build day or within one






Teams must raise the \$3,500 minimum by their scheduled build day but we encourage people to continue to fundraise through October. Habitat staff will work with you to identify any team members who are falling behind on their fundraising. It's important to work with your team members when they have time to do something about it, so give them an opportunity to close the gap and keep their build spot by staying in touch with them about their fundraising.

Team Recruitment Ideas

Get them passionate about Habitat's mission and get them pumped to spend the day working in construction with perks of pampering! Just the way Women Build should be!



-  **Begin by thinking of groups you are involved in that might like to be invited to the build:** Perhaps you are part of a women's investment group, church group, book club, or professional association – those are good places to begin your list.
-  **Host a House Party:** Have your potential team members over to your house for a party. A representative from Habitat can be available to make a brief presentation about Women Build, answer questions, and get your team members registered on the website.
-  **Women Build at Work:** If you are recruiting team members from your place of work, a representative from Habitat is available to come to your work place and make a brief presentation about Women Build, answer questions and get your team members registered on the website.

Team Fundraising Ideas

Writing letters and using your personal Habitat webpage are proven, successful



🔨 Ask everyone you know to donate, join your team, or start a team of their own. Send your fundraising letter with a link to your team page to your holiday card list, business and networking contacts, company vendors – everyone!

🔨 Do you use Facebook/Twitter/Instagram/LinkedIn? Be sure to promote your fundraising efforts on those sites and include a link to your fundraising team page.

🔨 As you create a fundraising plan for your team, consider planning one (or more) of the following successful fundraising events to help your team reach its goal. (Work with your executive

Plan a Dress-Down Day/Casual Fridays/Spirit Day

Steps to success:

- Dress-Down Fridays will be offered on (list specific days.)
- Participants will pay \$5 on those days to dress casually/in favorite sports team apparel, etc.
- Participants will turn in funds to their team leader.
- The event will be promoted via email the week before each Dress-Down Friday.

Send Out a Vendor Letter

Steps to success:

- Compile a list of all your company vendors, such as janitorial services, food services, tech support, building management, insurance carrier, and legal services.
- Write the letter. A sample vendor letter is available from WomenBuild@HabitatMM.org
- Follow up! Contact your vendors by phone and/or email to encourage them to donate to your team.

Use Incentives to Encourage Team Registration and Fundraising

Steps to success:

Raffle off the following:

More Team Fundraising

Organize a Bake Sale

Steps to success:

- The sale will be held on (specific day and location)
- Create a list of potential bakers and enlist their support
- Recruit volunteers to take shifts throughout the day
- The event will be promoted to all employees by email and flyers on each floor the week before the sale

Organize a Wii Tournament Over Lunch (or a game of putt-putt)

Steps to success:

- The tournament will be held on (specific day, time, and location)
- Charge \$15 per person to participate
- Solicit local businesses for prizes
- The event will be promoted for three weeks before the tournament by inter-company memo, email, and morning announcements

Host a Party

Plan a spaghetti dinner/pancake breakfast/block party/Wii tournament, etc.

Steps to success:

- Invite your family and friends. Send out invitations or use www.evite.com to organize your guest list electronically.
- Ask for a flat donation at the door.

Organize a Neighborhood Garage/Yard Sale

A great way to clean out the house and raise big bucks for Habitat for Humanity Metro Maryland.

Steps to success:

- Invite neighbors to participate. More families = more funds raised.
- Promote the event in your local newspaper and with flyers throughout your community

Fundraise at Your Child's School

Organize a Dress-Down Day, Favorite Sports Team Day, or a bake sale. Steps to success:

- Work with your child's teachers and principal

Plan a Weekend Car Wash

Host a car wash on your block, or ask a local religious group or business to use its parking lot for the weekend. Steps to success:

- Charge a flat rate for cars, trucks and the dirtiest vehicles
- Recruit your family and friends to help
- Post flyers and signs throughout your community

Place Collection Canisters/Coin Boxes in Local Businesses

Ask your local bakery, restaurants, dry cleaner dentist, etc. to place a collection container at the front desk. Watch that spare change add up!

Steps to success:

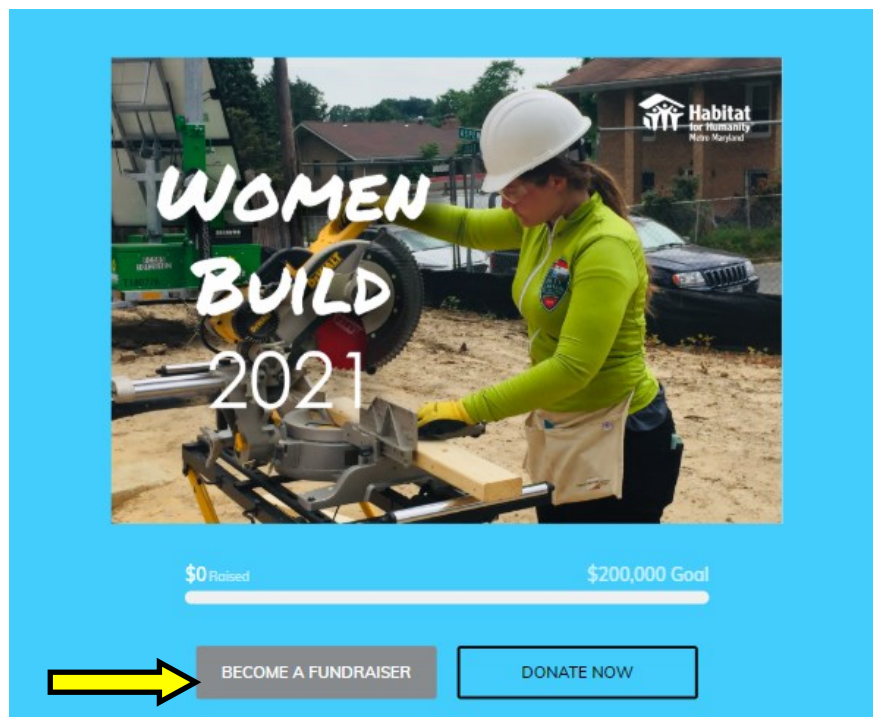
- Commit to a collection timeline with each business.
- Be ready to share why businesses should support the good work of Habitat for Humanity.

HOW TO GET STARTED WITH A TEAM

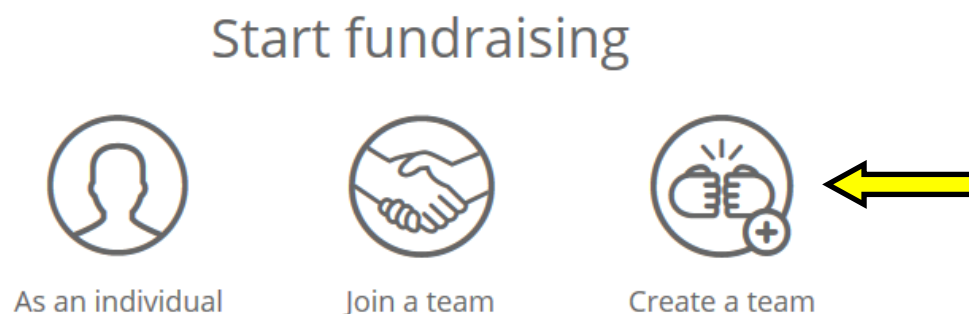
1. **GO TO:** <https://give.classy.org/WomenBuildMetroMD2021>

HOW TO GET STARTED

Once you are on the Habitat for Humanity Metro Maryland Women Build 2021 fundraising page you will see two large buttons on the sidebar: "Become a Fundraiser" and "Donate Now". Choose "Become a Fundraiser" so you can start raising funds.

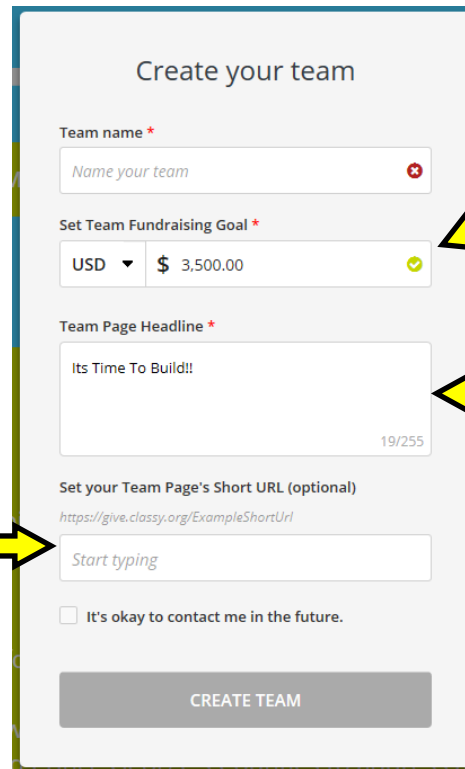


2. The next screen will say "Start Fundraising", with two options: "Join a team" and "Create a team". Select "Create a team".



3. Create your team

This can make it easier for people to find your team page and donate. But it is not necessary to fundraise successfully.



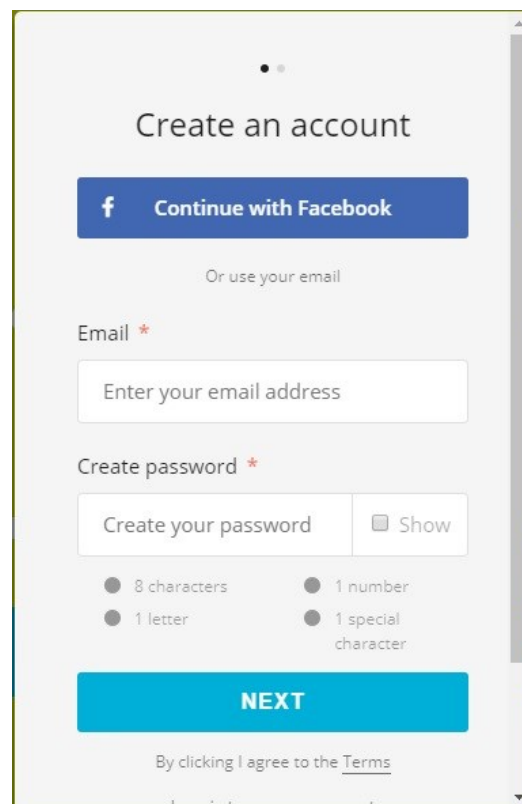
The screenshot shows a 'Create your team' form with the following fields and annotations:

- Team name ***: A text input field with the placeholder 'Name your team'. A red asterisk indicates it is required. A yellow arrow points to this field from the right.
- Set Team Fundraising Goal ***: A dropdown menu showing 'USD' and a text input field showing '\$ 3,500.00'. A green checkmark is next to the amount. A yellow arrow points to this field from the right.
- Team Page Headline ***: A text input field with the placeholder 'Its Time To Build!!'. A character count '19/255' is on the right. A yellow arrow points to this field from the right.
- Set your Team Page's Short URL (optional)**: A text input field with the placeholder 'Start typing'. A yellow arrow points to this field from the left.
- ☐ It's okay to contact me in the future.
- CREATE TEAM**: A large grey button at the bottom.

Don't limit yourself to the \$3,500 minimum for teams. Feel free to choose a challenge goal.

Tell people why Women Build and Habitat for Humanity is important to you, and ask for their support.

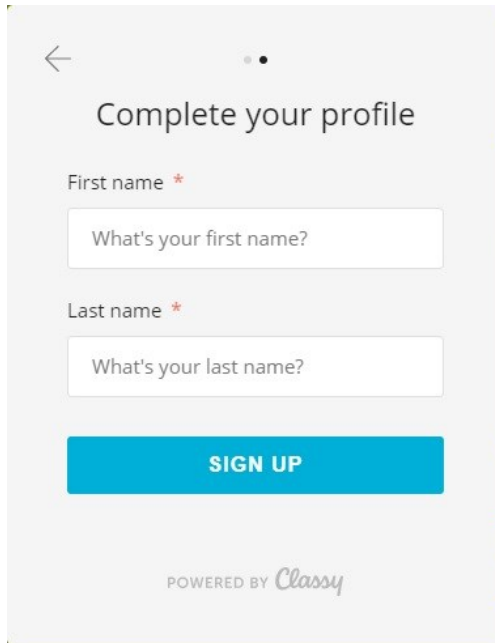
4. Create an account



The screenshot shows a 'Create an account' form with the following fields and elements:

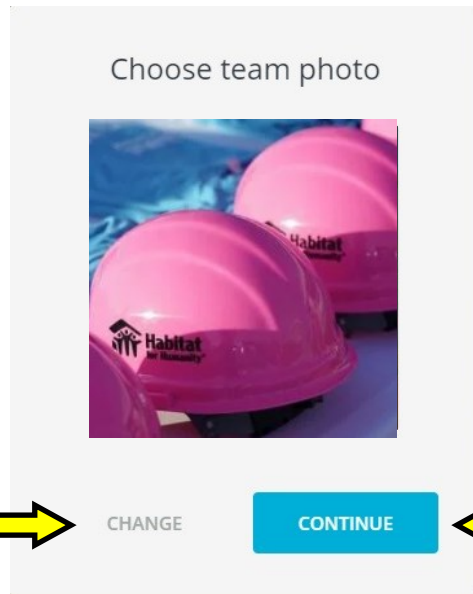
- Continue with Facebook**: A blue button with the Facebook logo.
- Or use your email**: Text centered below the Facebook button.
- Email ***: A text input field with the placeholder 'Enter your email address'.
- Create password ***: A text input field with the placeholder 'Create your password' and a 'Show' button.
- Character requirements**: Four radio buttons with labels: '8 characters', '1 number', '1 letter', and '1 special character'.
- NEXT**: A large blue button at the bottom.
- By clicking I agree to the Terms**: Text at the bottom with a link to 'Terms'.
- Log into your account**: Text at the very bottom.

5. Complete your profile



A mobile app screen titled "Complete your profile". At the top left is a back arrow, and at the top center is a progress indicator with two dots, the second of which is filled. The form contains two text input fields: "First name *" with a placeholder "What's your first name?" and "Last name *" with a placeholder "What's your last name?". Below these fields is a blue button labeled "SIGN UP". At the bottom, it says "POWERED BY Classy" with the Classy logo.

6. Choose your team photo



A mobile app screen titled "Choose team photo". It features a central image of two orange hard hats with the "Habitat for Humanity" logo. Below the image are two buttons: a grey "CHANGE" button and a blue "CONTINUE" button.

This is the default photo for all teams. If you would like to change it, click "Change", and upload a



CHANGE



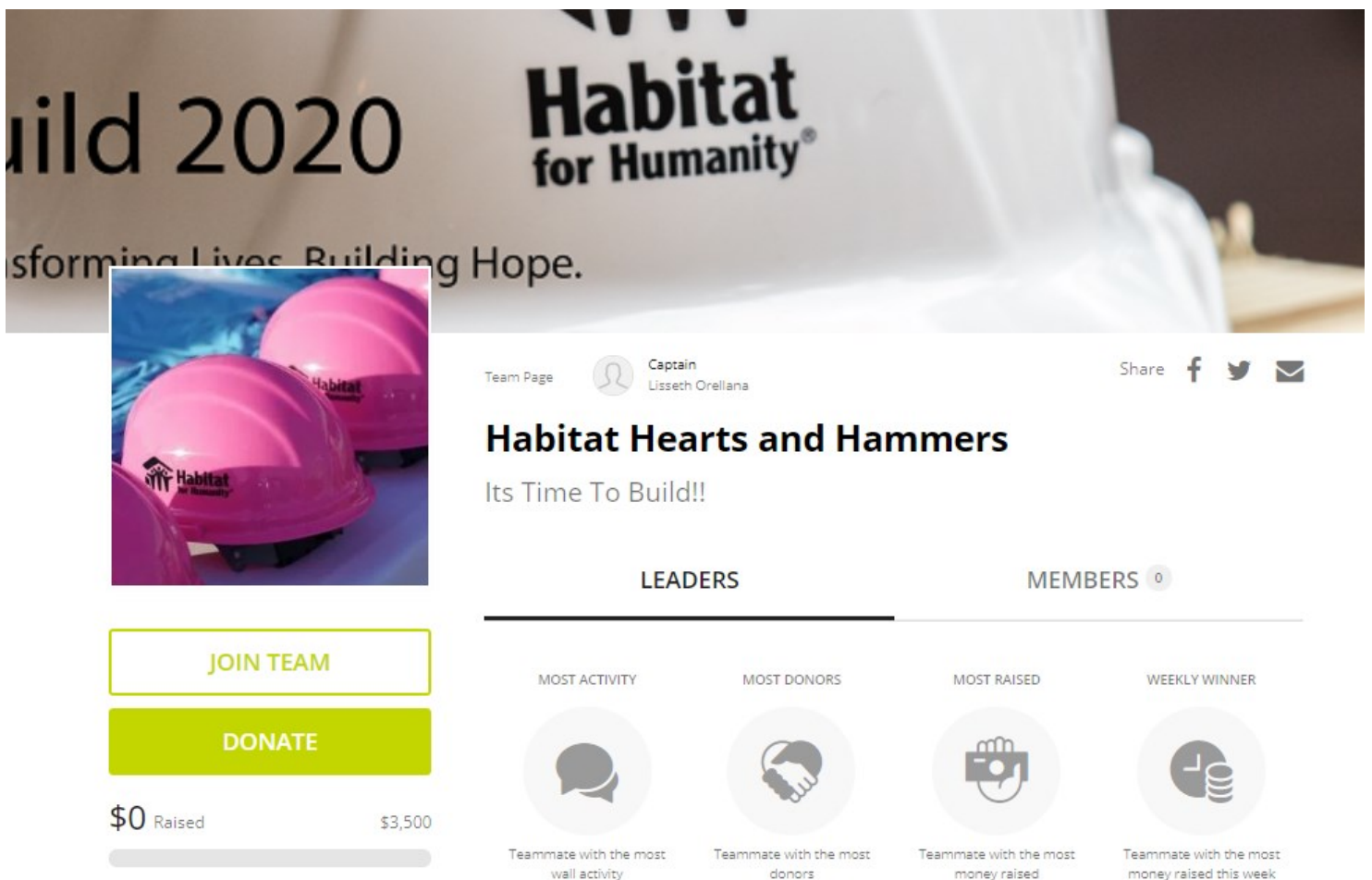
CONTINUE

Click "Continue" to be taken to your team page.

TEAM PAGE EXAMPLE ON NEXT PAGE

WHAT DOES A TEAM PAGE SHOW?

This is the “Habitat’s Hearts and Hammers” team page. It’s very similar to a personal fundraising page. It also has a sharing toolbar, the “About” sidebar, a place for the team to share its story, and information tracking the team’s progress towards its goal. The Fundraiser’s sidebar tracks team ranking and each team member’s fundraising.



The screenshot displays a Facebook-style team fundraising page for "Habitat Hearts and Hammers". At the top, a banner image shows a white hard hat with the "Habitat for Humanity" logo and the text "Build 2020" and "Transforming Lives. Building Hope." Below the banner, on the left, is a sidebar with a photo of three pink hard hats, a "JOIN TEAM" button, a "DONATE" button, and a progress bar showing "\$0 Raised" out of a "\$3,500" goal. The main content area features the team name "Habitat Hearts and Hammers" and the tagline "Its Time To Build!!". Below this are two tabs: "LEADERS" (selected) and "MEMBERS" (0). Under the "LEADERS" tab, there are four circular icons representing different achievement categories: "MOST ACTIVITY" (Teammate with the most wall activity), "MOST DONORS" (Teammate with the most donors), "MOST RAISED" (Teammate with the most money raised), and "WEEKLY WINNER" (Teammate with the most money raised this week).

The next step is setting up your own fundraising page...go to page 13

Creating YOUR own fundraising page

6. On your team page, select "Join This Team".

Habitat for Humanity
Metro Maryland
Women Build 2021
Empowering Women. Transforming Lives. Building Hope.

Team Page Avatar image for Captain Captain Name Captain Captain Name

Share f t e

Team's Name
Its Time To Build!!

LEADERS MEMBERS 0

JOIN TEAM

DONATE

\$700 Raised \$3,500

WINNER MOST RAISED MOST DONORS MOST ACTIVITY

Bob Robertson \$725 raised this week

Rick Dickens \$2,990 Raised

Alice Allison 52 Donors

Liz Elizabeths 74 Comments

7. Create your page

Create your page

Set your fundraising goal *

USD \$ 350.00

Your Page's Headline *

Lets Build!!

12/255

Set your Fundraising Page's Short URL (optional)

<https://give.classy.org/ExampleShortUrl>

Start typing

☐ It's okay to contact me in the future.

NEXT

Come up with a fun headline for your page.

A personalized URL can help some people find your page more easily but you are not required to create one. People can use the campaign address:


<https://give.classy.org/WomenBuildMetroMD2020>

Creating YOUR own fundraising page

8. Choose your photo

This is the default photo for all individuals. If you would like to change it, click "Change", and upload a photo from either your computer or Facebook profile.

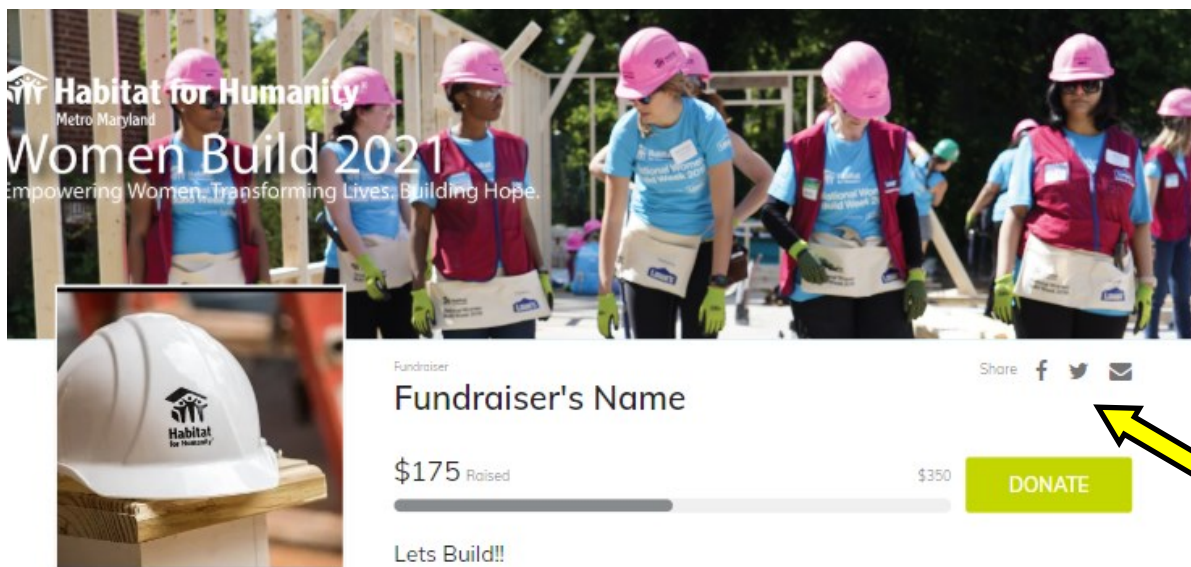
Choose your photo



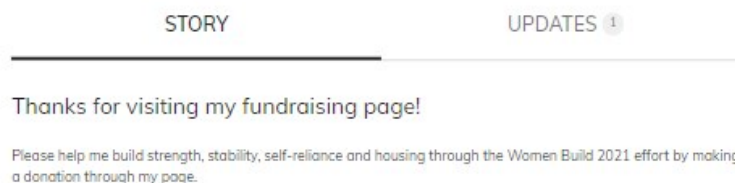
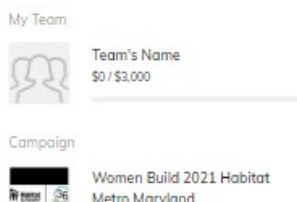
CHANGE CONTINUE

Click "Continue" to be taken to your team page.

**Congratulations! You've made your own fundraiser page.
Now, the fun begins!**



Use this toolbar to share your fundraising page on social media. Get the word out



Track the progress of your team use the information provided below

Sample Email

Recruitment Email Invitation Example (*customize the items in italics*)

Hello Friends and Family,

I'd love to have you join me for Habitat for Humanity Metro Maryland's **Women Build 2021**! This is an effort to **recruit, educate, nurture** and **empower women** to build and advocate for decent and affordable homes while learning valuable construction skills.

The importance and impact of affordable housing is huge. One of Habitat's homeowners captured it best when she said,

"My experience with Habitat is one of the best things to happen to me in my life. As a single parent, it allowed me- in the face of what seemed like insurmountable odds- the opportunity to provide a stable upbringing for my son.... The stability we now enjoy has allowed me to continue my education and grow personally and professionally. My son has even received awards for completing his own volunteer service hours. It's just been great!"

That story is just one of the many reasons why I am part of Women Build 2021.

As a team leader, **I am reaching out to see if you will be one of the members on my team.** Each team member is responsible for raising a minimum of \$350 to participate. Don't worry—Habitat has created some materials to show you how easy it is to raise \$350 or even more for a great cause.

I am really excited to participate and I hope you can join my team! Spots fill quickly, so shoot me an email that you want to be part of my team and we can get started.

You can also check out the fundraising website: <http://give.classy.org/WomenBuildMetroMD2021>

If you're not able to participate, you can still make a donation to our team. Your donation is 100% tax deductible and supports the mission of Habitat for Humanity Metro Maryland to build strength, stability and self-reliance through shelter. Did you know that all of your money supports local families?

Will you join me?

Sincerely,

(Your Name)

(Team Name Team Leader)

INDIVIDUAL FUNDRAISING IS AS EASY AS

1,2,3

1. Ask

The answer is always no,
until you ask.

2. Follow Up

Your family and friends want to donate,
they just forget.

3. Thank

Crucial step. Don't forget to thank your donors.
People who are thanked are more likely to give again.



FUNDRAISING TIPS

How do I raise \$350 in one week?

- Make a donation to yourself—\$50
- Ask 5 family members for \$25 each—\$125
- Ask 5 neighbors for \$5 each—\$25
- Ask 10 friends for \$15 each—\$150

TOTAL—\$350



How do I raise \$500? That's easy!

- Make a donation to yourself—\$25
- Ask 5 family members for \$25 each—\$125
- Ask 5 neighbors for \$5 each—\$25
- Share your Classy fundraising page on social media—\$150
- Ask 10 friends for \$15 each—\$150

TOTAL—\$500

I want a challenge! How can I raise \$1,000 in a week?

- Make a donation to yourself—\$50
- Ask 5 family members for \$25 each—\$125
- Ask 5 neighbors for \$10 each—\$50
- Ask 15 friends for \$20 each—\$300
- Share your Classy fundraising page on social media—\$250
- Use our memory jogger to think of all the people you can ask a donation from. If you feel comfortable, you can ask for a bigger donation—\$100
- Clean out your garage for a yard sale—\$50
- Have two bake sales—\$50

TOTAL—\$1,000

Don't forget to ask your company about matching gifts and watch your donations double!

Women Build 2021

Individual Participant Fundraising Incentives

\$350



**Women Build
Branded T-shirt**



*Prizes are cumulative,
so the more your raise,
the more you receive!*

\$500



**Habitat Branded
Picnic Blanket**



\$1000



**Habitat Branded
Work Gloves**



\$2000



**Habitat Branded
Folding Chair**



*Incentives can be
earned thru the
entire Women
Build Experience!*

\$3000



Spa Gift Gird

**Top individual
fundraiser!**

**Enjoy a two night
getaway at local
luxury hotel!**

***Top Fundraising Team will have their name engraved on a
hammer trophy to proudly display in their office!**

Actual prizes may be different than the images shown

Who do I know? MEMORY JOGGER

Friends

Childhood Friends
High School friends
College friends
Military friends
Sorority friends
Bridesmaids

Family

Parents
Grandparents
Siblings
Aunts and Uncles
Cousins

And...

Accountant
Aerobics Instructor
Alterations
Attorney
Baker or Caterer
Bank Teller
Bartender
Bookkeeper
Butcher
Carpet Cleaner
Chiropractor
Dentist
Dietician
Electrician
Electrolysis
Engineer

Community

Bed & Breakfast
Bingo
Bowling
Camp
Chamber of Commerce
Childcare
Children's friends' parents
Children's teachers
Church, Mosque, Temple, etc
Clinic
Congressperson
Construction Site
Delicatessen
Federal Government
Garden Center
Golf Course
Hardware Store

Health Club
Hospital
Hotel
Kennel
Library
Museum
Night Club
Nursing Home
People from past jobs
Pharmacy
Post Office
Resort
Restaurant
School
Tanning Salon
Tennis Court
Theater



WHAT IF MY SUPPORTERS WANT TO MAKE THEIR DONATION IN THE FORM OF CASH OR A CHECK?

While the online fundraising tool is very handy, cash and checks are welcome, too! Just provide the donation form (on the next page of this packet) to your donors. **Donations should be sent to Habitat for Humanity by October 2021.** All checks should be made out to Metro Maryland Habitat for Humanity, with "Women Build (or WB)" and the participant's name written in the memo line. When you send funds given to you to Habitat, please include a copy of this donation form because we want to be sure to credit you for the gifts! Your cash/checks will be credited to your web page as "offline" |donations.



Women Build Donation Form

Thank you for supporting me as part of the Habitat for Humanity Metro Maryland Women Build. Please complete and mail this form along with your donation to:

Habitat for Humanity Metro Maryland

ATTN: Women Build
8380 Colesville Road, Suite 700
Silver Spring MD 20910

Name of team you are supporting:_____

Your Name:_____

Address:_____

City_____ State_____ Zip_____

Email_____ Phone Number:_____

Amount of support: \$_____

Method of payment:

☐ Cash

☐ Check (please indicate Women Build on the memo line)

If you'd like to make your donation by credit card, please make the donation on the Classy website:

<http://give.classy.org/WomenBuildMetroMD2021>

FREQUENTLY ASKED QUESTIONS

How does Habitat empower women?

We at Habitat have the ability to provide opportunities for hands-on learning, and given these tools, women can succeed in changing their communities. Nationally, more than 60% of Habitat for Humanity's projects are homes to female head of households. Due to skills they learn while building their Habitat home, these women are better equipped to maintain their homes, and consequently, more confident in their ability to cope with day-to-day situations.

Can I change my build day after I register?

We encourage you to think carefully about your build day before submitting your request for a date. Build days fill up quickly and there is a good chance we will be unable to change your day after you have registered.

Why do we have to fundraise?

In order to build decent and affordable housing in Montgomery and Prince George's Counties, we need not only your talent and time but also funds to purchase land, materials and pay for other key elements in the construction of homes. If you have never fundraised, it may seem daunting but don't worry because HFHMM offers personalized online fundraising pages, helpful tips, and incentive prizes to make it easy. Check out page 9 of this packet.

What happens if my team does not reach its minimum goal? What happens if a team member does not meet their minimum goal?

As a non-profit organization, we aim to raise as much money as possible to help families in need. As you can imagine, Women Build is a sell out event and each year, we must turn participants away. In order to be fair to everyone, we require each team to raise a minimum of \$3,500 (even if there are some individual team members that are unable to reach the minimum goal of \$350) to participate in the team's build day. Teams that are not able to meet the minimum will be asked to forfeit their build day.

Be fearless! We find that people surprise themselves. Women Build participants come from all walks of life. Young and old, business executives and students alike have found creative ways to raise money. Contact Habitat staff (WomenBuild@habitatmm.org) to get fundraising tips and support.

What if my team has fewer than 10 people?

Your team can still participate in a build day however, the team is still expected to raise \$3,500.

How can I help promote Women Build?

You can spread the word by including Women Build in your social media updates, company newsletters, community newspaper, community list serves, etc., and ask them to highlight your participa-

FREQUENTLY ASKED QUESTIONS

Do my team members need construction experience or expertise?

Absolutely not. No construction experience required. We will provide your team with all the safety gear, tools, and know-how you will need. Our talented volunteer Crew Leaders will show you the ropes.

What if someone can only stay half the day?

We strongly encourage participants to stay the entire day (8:30 am – 3:30 pm) as they will feel a greater sense of accomplishment and take part in all the perks the day has to offer. In the event of an emergency, we do understand and ask that you contact the Habitat staff as soon as possible.

I have more than 10 people who want to come. What do I do now?

The maximum group size on the build day is 10 people per team. For groups over 10, you can create two (or more) teams and join all teams together as an alliance. Please note that space is limited and offered on a first come, first serve basis and each team of 10 must raise \$3,500.

What does Habitat for Humanity do with the funds raised?

Habitat uses the funds to advance our mission of building homes, communities and hope.

What if someone wants to make a general donation to help out our team?

Wonderful! You can later move the money to a fellow team member who may need help reaching the \$350 goal.

If my team members receive donations in the form of cash or checks, what should they do?

While the online fundraising tool is handy, cash and checks are welcome, too! Just have your team members provide the donation form (on page 12 of this packet) to their donors. **Donations should be sent to Habitat for Humanity Metro Maryland by the day you are scheduled to build.** All checks should be made out to Habitat for Humanity Metro Maryland with "Women Build (or WB)" and the participant's name written in the memo line. When sending funds to Habitat, please ask all your team members to include a copy of their donation form (a copy is in this handbook) because we want to be sure to credit the right person for the gifts! Your cash/ checks will be credited to your web page as "offline" donations.

How will my supporters be recognized?

Habitat will send a thank you letter to each person who supports you financially. Don't forget to take pictures of your team working and send to your supporters.

Can youth volunteer at the build site?

Children and youth of all ages can assist with fundraising efforts, however, participants on the build site must be 18 years or older. However, we do have other volunteer opportunities for our

Empowering Women.
Transforming Lives.
Building Hope.

We look forward to building with you!

If you have any questions, reach out to one of the
staff listed below:

Jeff Dee
Paige Beyer
Lisbeth Orellana

Director of Development
Corporate Relations Manager
Special Events Manager

Send all questions to WomenBuild@habitatmm.org

