



TEAM LIAISON CHECKLIST

We're looking forward to hosting your team. Please refer to the check list below to ensure your team has an awesome build day.

Registration

- Pick a date(s) that works for your team and confirm with HabitatWR

May - October

10 - 15 people max

November - April

10 people max

From November - April we do not schedule team builds on Fridays

- Select your build day "team liaison" as the internal point of contact

Build Your Team

- Promote your build date internally and determine how you will recruit volunteers. Check out our promotional poster ([8.5" x 11"](#) or [8.5" x 14"](#)).
- Forward the registration email we sent that outlines your team's registration links and next steps

Countdown to your Build Day

- Schedule team build in your team members' calendars
- Follow up with team members to ensure they have registered (HabitatWR can provide a list of registered volunteers)



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- Encourage team members to read the build information package, and to print the provided parking pass
- Provide your company logo to HabitatWR one week prior to your build day
- Pay for your team build experience. An invoice will be provided, and is due upon receipt. Cancellations within 3 weeks of build day will not be refunded.
- If you are collecting donations, please use the HabitatWR [spreadsheet](#) provided with this tool kit.
- Please bring/send all donations and team build payments to our main office: 120 Northfield Drive East, Waterloo ON N2J 4G8. Please make all cheques payable to: Habitat for Humanity Waterloo Region
- Inform the Build Site Volunteer Coordinator if there are registrants that need to cancel and if any other team member will be replacing them (please refrain from doing this on the day of your build)

Optional

- Encourage your team members to use the [“out of office”](#) messages and [signature lines](#) provided in this toolkit
- Share your excitement on social media leading up to and during your build day (see tool kit for examples) ([Twitter](#) | [Facebook](#) | [Instagram](#))
- After your build day, forward and post your group photos on social media (please allow 2 business days for posting)
- Attend our annual dedication ceremony (usually in the fall), and see how your team helped local families in need achieve stability through homeownership