**2019 BMT -- TEAM LEADER CHECKLIST**

**REGISTER**

* By March 31, I met with my Church’s Team Liaison to get my assigned project
* By March 31 direct my team members to findlayma.org to fill in the on-line volunteer form, reminding them to use me as their team leader and to fill in the church name when they enter their information or email my team members names to volunteerbmt@gmail.com
* By March 31, if I want additional projects for my team to sponsor, I will contact my church liaison or Gary Steed.

**BUILDING A TEAM – Please wear your Yellow Shirt from Last Year on April 27!**

* I’ve spread the word to recruit 10 team members using Church social media, bulletins, community board and morning announcements, mission moments, study groups, and email blasts.
* My team members know why lifting up community through service to others is so important. Consider recruiting a team member as a family advocate to spend time with the family while working at their home.

**PREPARATION FOR OUR BACKYARD MISSION TRIP**

* Attend 1 Team Leader Meeting to receive event info and pick up my team t-shirts for those that don’t have their shirt from last year. Donations accepted for the t-shirts, turn money in at Team Leader Meetings.

❒ Tues. March 5, at 7-8 pm Habitat for Humanity Offices, 1200 Commerce Pkwy, Findlay

❒ Tues. March 19, at 7-8 pm Habitat for Humanity Offices, 1200 Commerce Pkwy, Findlay

❒ Tues. April 9, at 7-8 pm Habitat for Humanity Offices, 1200 Commerce Pkwy, Findlay

❒ Tues. April 16, at 7-8 pm Habitat for Humanity Offices, 1200 Commerce Pkwy, Findlay

❒ Tues. April 23, at 7-8 pm Habitat for Humanity Offices, 1200 Commerce Pkwy, Findlay

* Have challenging projects? Challenge my team to take another project. For help, project scope questions can get directed to the PROJECT COMMITTEE by contacting or Gary Steed at g.d.steed@gmail.com
* Visit with the homeowner prior to April 22nd– introduced myself as team leader, and asked the homeowner to shop with me for all materials, and then that those purchased are all on-site. I can check Habitat for Humanity ReStore at 1200 Commerce Pkwy for discounted material too! Call 419-429-1400!
* I have called 811 at least 2 business days prior work for utility locating if my project involves digging beyond gardening.
* TEAMS WITH MORE THAN ONE PROJECT….. Please visit each homeowner, introduce yourself, and let each know what time you will be at their homes on April 27th (ie; Morning, and one after lunch)
* Ask my team members to round up the tools from their own garages to complete the scope of work
* Invite all my team members to the April 27th Kick Off Ceremonies and Registration at **The Old Mill Stream Centre, Hancock County Fairgrounds, 1017 E Sandusky St**., the morning of Backyard Mission Trip.

**7:00 am Registration & Breakfast 7:30 am Worship & Announcements 8:00 am Departure**

Pick up your Team Leader Kit and BMT Yard Sign at registration, turn in all our team’s signed volunteer waivers. Send any unregistered volunteers to the registration table at **The Old Mill Stream Centre** the morning of the event to fill out their volunteer waiver. T-Shirts will be available that morning.

**DAY OF THE BACKYARD MISSION TRIP—APRIL 27th**

* I’ve educated and united my team in prayer on this day of service, and emphasized SAFETY FIRST, respect of the homeowner and their property
* I reminded my team to bring their own lunch and water, wear their T-Shirt and other work gear, bring sunscreen, umbrella, camera, and to have fun!
* APRIL 27th – Backyard Mission Trip Event Day! Attend the breakfast at 7:00 am all activities at **The Old Mill Stream Centre** – All celebrations will occur only in the morning festivities before we all leave to go to work, fellowship and fun at end of day is on your own! Be sure to reflect on the entire experience of serving in our own backyard.
* I will complete the team survey and GREEN Project Status Sheet in my team captain’s kit and turn it into The Old Mill Stream Centre by 5:00 pm on Apr 27 or scan to wreist@gmail.com or mail to Bill Reist, 1923 Nicklaus Drive, Findlay, OH 45840. Or this can be done on the Project Spreadsheet (via the website) in columns BA through BG. Please update the Project Spreadsheet with the status as of the end of the day, April 27 and continue to update these columns until the project is completed or your Team will not longer be progressing the project. Please ensure the Team Leader is correctly identified in column AM.
* My Team would like to help complete projects that didn’t get done after April 27th --- I will let my Church Liaison or Gary Steed know we are available at g.d.steed@gmail.com.