

# 2023 BMT – TEAM LEADER CHECKLIST

## REGISTER

- By April 14, I met with my Church's Team Liaison to get my assigned project
- By April 14 direct my team members to <https://findlaybmt.com/> to fill in the on-line volunteer form, and to fill in the church name when they enter their information or email my team members names to [volunteerbmt@gmail.com](mailto:volunteerbmt@gmail.com)
- By April 14, 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 Previous Years on April 22!

- I've spread the word to recruit 5 - 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 previous years. Donations accepted for the t-shirts, turn money in at Team Leader Meetings. See the EVENTS on the BMT website for dates, times and location <https://findlaybmt.com/>
- 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](mailto:g.d.steed@gmail.com)
- Visit with the homeowner prior to April 14 – 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 22 (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
- There will be gathering at the Old Mill Stream Building at the Fairgrounds, 1017 E Sandusky St prior to work on April 22, meet you team there and work out logistics with your team about where to meet to start the day. Plan ahead for lunch with your team and possibly the home owner.
- **7:30 am Registration & Breakfast    7:40 am Worship & Announcements    8:00 am Departure**
- Pick up your Team Leader Kit, T-shirts, and BMT Yard Sign at Habitat for Humanity, 1200 Commerce Parkway, turn in all our team's signed volunteer waivers. Send any unregistered volunteers to the Habitat for Humanity 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 22

- 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 22 – Backyard Mission Trip Event Day! Start at the Fairgrounds at 7:30. Leave the fairgrounds to start work at the 8:00. Fellowship and fun at end of day is on your own! Be sure to reflect on the entire experience of serving in our backyard.
- I will complete the team survey and Project Status on the BMT website with the results as of the end of the day, April 22 and continue to update this data until the project is completed or your Team will not longer be progressing the project.
- My Team would like to help complete projects that didn't get done after April 22 — I will let my Church Liaison or Gary Steed know we are available at [g.d.steed@gmail.com](mailto:g.d.steed@gmail.com).