



## Team Captain Overview Seattle Works Day 2010

### Take action

Seattle Works Day mobilizes teams of co-workers, friends, alumni and other social and professional groups at volunteer projects throughout the city, followed by a celebration of the day's accomplishments.

#### **Volunteer**

12:00-3:30pm at parks, p-patches, community centers, and more throughout Seattle's neighborhoods

#### **Celebrate**

3:30-5:30pm with food, drinks and entertainment at Seattle Center

#### **Support Seattle Works**

Your contribution supports our year-round work to connect local organizations with enthusiastic and dedicated volunteers

Seattle Works Day provides an easy, effective and fun way to support your community. And hopefully it will be something that inspires YOU to keep the momentum going.

### About Seattle Works

Seattle Works **informs, connects** and **inspires** people in their 20s and 30s to take action in our community. Our programs focus on **connecting volunteers, developing leaders, and fostering electoral engagement**. From one-time service projects to board training to dialogues with elected officials, we're here to get you connected - on Seattle Works Day, and all year long.

Last year alone, we engaged our participants in the following ways:

- facilitated 28,352 hours of volunteer service, including 334 projects benefitting local organizations, a mentoring group, two service trips to Mt. Rainier and Thailand
- trained 143 people on stepping up to nonprofit boards and public commissions
- produced a nonpartisan Candidate Guide and hosted a ballot party with over a dozen local candidates

A member of Hands On Network, our goal locally is to harness and enhance the energy, creativity and diversity of our participants to build a thriving community.





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### Team Captain Q&A

#### What are my responsibilities as a team captain?

Team Captains are the key to successful teams! And successful teams are the key to a successful Seattle Works Day. We're excited to have you on board!

- **Recruit, recruit, recruit!** Spread the word about the event and build your team. The more the merrier!
- Select your team's project at our **Team Captain Happy Hour, Wed 4/14**.
- **Send team reminders** to make sure everyone on your team is ready for the day and knows where they are going and what they need.
- **Be a resource** to the organization hosting the project as needed.

Some project sites will have more than one team present. **One Team Captain at each project site** will also need to take charge of:

- **Connecting with the project host** to confirm project details and be a point of contact leading up to the event.
- Meeting with Seattle Works the week of the event to **pick up check in materials**, event t-shirts and water.
- **Arriving 45 minutes early** to your service project to help set up the check in area and walk through the project to be sure you have an understanding of the tasks before your team's arrival.
- **Returning sign-in sheets and any extra materials** to the Seattle Works Day AfterParty.

Thanks so much - we can't make this event happen without Team Captains like you!

#### Who can be on my team?

Everyone is welcome to participate in Seattle Works Day! The event brings together teams of friends, co-workers, college alumni groups, social networking organizations, faith groups, political campaign teams and more - whoever you define as your community.

For liability reasons, finding projects for team members under the age of 18 can be a challenge. Please talk with our staff if you would like for your team to include children.

#### Is there a min or max number of team members?

No min. No max. If you do anticipate your team will have more than 25 participants, please let us know early so we can make sure we have a project that is large enough. If your team will have fewer than ten members, that's also good for us to know!



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### How will we be matched with a project?

Projects will take place at different locations throughout Seattle, with the focus on representing neighborhoods. You can select your project at the Team Captain Happy Hour on April 14. YAY!

### How do I get started?

- Complete our **Team Captain Survey**, which gives us the info we need to add your team to our registration database.
- We'll have your team set-up in our system within one business day. Once you hear from us, **sign yourself up for your team and encourage people to join you!**
- Get ideas and resources from our online **Team Captain Toolkit**.
- Mark your calendar for our **Team Captain Happy Hour – Wed 4/14, 6.30-8.00pm**. You'll get to meet fellow Team Captains and our staff, plus you'll get to select your team's project.

### What resources are available?

- **Recruitment tools:** sample emails, graphics, flier and logos are available on our website.
- **Registration website:** team members sign up individually with our online registration tool, accessible from our website.
- **Service project information:** including a written overview of your project, the organization it serves, driving directions and contact information for your Project Host. You will be introduced to your Project Host via email by our staff.
- **Service Project check-in materials:** including sign-in sheet and nametags.
- **Water for your service project.**
- **Event t-shirts.**
- **Appropriate tools and supplies to complete your project:** team members may be asked to bring their own work gloves.
- **Support and motivation.** If there is something additional we can do to help you succeed, please ask!

### Who can be on my team?

Everyone is welcome to participate in Seattle Works Day! Invite friends, family and co-workers to join your team – whoever you define as your community.

For liability reasons, finding projects for team members under the age of 18 can be a challenge. Please talk with our staff if you would like for your team to include children.



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### Are projects open to families?

Each project site has its own safety rules regarding the participation of minors, with the majority of projects being restricted to adults. If a child is participating in your project we must ensure you are at a location that is open to youth volunteers.

### Where can I get more information?

Visit our website: [www.seattleworks.org](http://www.seattleworks.org)  
or contact Bevin Wong: [bevin@seattleworks.org](mailto:bevin@seattleworks.org) 206 324 0808 x6

## Timeline

### **March: Recruitment and registration begins**

#### **Wed 4/14, 6.30-8pm: Team Captain Happy Hour, ongoing recruitment**

Join us to meet other Team Captains and get ready for the big day! Plus, you'll get to select your team's project.

#### **Mon 4/19: Team Captains introduced to Project Hosts via email**

#### **Mon 5/10: Send the final rally cry out! Registration deadline is Mon 5/17.**

Time to get the attention all those last-minute types and people who meant to sign up but haven't!

#### **Week of the event: Connect with Seattle Works for day-of materials and send final logistics and reminders to your team.**

One Team Captain per project site will be responsible for picking up t-shirts and check in materials from the Seattle Works office on Capitol Hill.

#### **Sat 5/22: Seattle Works Day! Woot!**

11.15am Team Captains arrive at project sites

12-3.30pm Service Projects

until 5.30pm AfterParty at Seattle Center's Fisher Pavilion



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### Seattle Works Day is an amazing day! Here's how we help people take action all year long...

#### We hook up volunteers

**Hot Projects** Check out different organizations, and match up your busy schedule with community needs through these one-time opportunities.

**Team Works** Connect each month with the same great people, while impacting a spectrum of issues and organizations. Join a team and dig in one Saturday a month for four months.

**Corporate Service Projects** Take advantage of our expertise in managing team-based volunteer opportunities! Top companies contract with Seattle Works to get their employees connected.

Plus, stay on the lookout for **seasonal opportunities**, from the chance to be part of a Men's Mentoring Group to spending a week volunteering abroad on a Service Trip. Seattle Works responds to innovative and relevant opportunities as they arise.

#### We build leaders

**HandsOn Leadership** Get equipped with the knowledge and tools to be an effective volunteer project leader. It's a training course, plus a hands-on opportunity to develop a large-scale service project in partnership with Seattle Works.

**The Bridge** Learn the basics in nonprofit and government board service, including roles and responsibilities, financials, fundraising and how to put your leadership skills to work. Following the course, we help connect you with a community leadership role.

#### We facilitate influence

**Candidate Guide** Read what candidates for local office have to say about the values our generation hold dear: accountability, transparency, innovation and action.

**Election Events** Meet candidates, watch debates and election results and make your voice heard. We host two to three events each year.

#### Get Connected

Sign up for the **Weekly Email** and be one of 4,000+ subscribers who receive energetic, informed updates on volunteer opportunities, civic events and community news from all over town.

Visit [www.seattleworks.org](http://www.seattleworks.org), become a fan on **Facebook** and/or follow us on **Twitter**. You've got options!