



# TEAM Campaign Tasks

The TEAM Campaign is held between February 1-28th. A suggested timeline is:

## Prior to launch:

- Post the campaign posters at your site.
- Start talking to other teachers about the upcoming TEAM campaign.
- Check your TEAM materials to make sure you have the correct quantity. Call Abbie Vaughan at 405-604-5977 or email [TEAM@okckids.com](mailto:TEAM@okckids.com) to request additional materials if needed.
- Meet with your principal and schedule your TEAM Presentation. Be sure you have 10-15 minutes at your upcoming staff meetings.
- Contact Abbie Vaughan at [TEAM@okckids.com](mailto:TEAM@okckids.com) if you need any help.

## Weekly Tasks

- Collect pledge cards, fill out accounting sheet, and send through School Mail to OKCPS Community Relations every Friday. To send, place pledge envelopes in the Week 1, 2, 3, or 4 large envelopes that can be found in your TEAM Captain bag.
  - **Week 1**-February 1-6
  - **Week 2**- February 7-13
  - **Week 3**- February 14-20
  - **Week 4**- February 21-28
- Encourage 100% participation in the TEAM campaign via payroll deductions.
- Personalize pledge cards by writing/printing labels with staff names.
- Check your e-mail daily. Foundation staff will stay in touch this way.

## Feb. 1-28

- Visit a staff meeting during the first two weeks of the campaign:
  - Visit the TEAM website at: [www.okcps.org/team](http://www.okcps.org/team)
    - Show video posted on TEAM website.
  - Share an overview of the TEAM Campaign using the Frequently Asked Questions (FAQ) handout.
  - If you have been directly impacted by our DonorsChoose.org match campaign or have experience using the platform, please share your experience with your school staff.
  - Distribute the FAQ handout and pledge envelopes to ALL staff, in ALL divisions.
  - Review the pledge envelopes and answer any questions you can, or contact Abbie Vaughan at The Foundation (405-604-5977 or [TEAM@okckids.com](mailto:TEAM@okckids.com)) to answer those questions you aren't sure about.
  
- We'll have drawings at the Foundation for additional prizes for donations turned in each week, so encourage everyone to join in! Prizes include...
  - SONIC \$25 Gift Cards
  - RIVERSPORT Adventure Day Passes (\$100 value)
  - Raising Cane's Gift Baskets (\$100 value)
  - Whataburger meal coupon and Raising Cane's Box Combo card
  
- For any absent staff or those with whom you may not have contact, do your best to get the pledge envelopes to them in whatever way makes sense: sending with a colleague you know will see them, making a personal visit by their classroom, taping to their work station, announcing that they are in the office to be picked up, etc.
  
- Collect any completed pledge envelopes and place in a secure location. Thank your colleagues.
  
- Give a Foundation sticker to each employee as they turn in pledges.
  
- Turn in envelopes weekly. Place pledge envelopes in the Week 1, 2, 3, or 4 large manila envelopes that can be found in your TEAM Captain bag. Fill out the accounting form inside the envelope with the number of pledge cards and amount of cash you are sending. Send weekly envelope to OKCPS Community Relations through school mail. Alert Abbie Vaughan at [TEAM@okckids.com](mailto:TEAM@okckids.com) that your envelopes have been sent.

## After the Campaign

- March 1-- Send Week 4 envelope filled with your site's pledge envelopes through School Mail to OKCPS Community Relations. Alert Abbie Vaughan at [TEAM@okckids.com](mailto:TEAM@okckids.com) that your envelopes have been sent.

**For support, please call Abbie Vaughan at The Foundation, 405-604-5977,  
or e-mail at [TEAM@okckids.com](mailto:TEAM@okckids.com).**

**Thank you for supporting the TEAM Campaign!**