



## Getting Your Team Started

### 1. **PICK A TEAM CAPTAIN**

- Identify an enthusiastic, energetic and motivated team leader. This is the teacher or student leader within the school that is well respected and looked upon for guidance. Whether it's a coach, advisor, teacher etc, the single most driving force behind any successful fundraising team is the trusted and enthusiastic leader encouraging them.

### 2. **REGISTER!**

- Go to [www.plungemd.com](http://www.plungemd.com) / From the Dropdown Menu, select 'Sign Me Up!'
- Choose '**Register for the Cool School Challenge Plunge**' (Agree to the Terms of Service)
- You will be directed to the Cool School Challenge Registration Homepage. (You will later be prompted which Plunge you and/or your team will be participating in, either Frigid Friday or Plunge Saturday.)
- Elect to 'Start A Team'
  - You may then choose your team goals such as amount to fundraise and number of team members you wish to recruit. You will also be asked to choose your team name\*
    - When choosing a team name, it is recommended to include your school name. For example, *Baltimore High School Ducks*. This will not only help your teammates search for your team, but also help the Plunge organizers to identify which schools are participating in the Challenge.
- Fill in your information in all the required fields. This includes creating a username and password which will later be used to log into your Plunger Headquarters, where you can customize your donation page, send emails to your friends to donate, as well as recruit friends to join your Plunge team!

### 3. **RECRUIT YOUR TEAM!**

- Target different areas around school- the easiest is clubs and teams. Some classic examples to spread the word through school are these: hang posters, make morning announcements, put a blurb in the newsletter, or even sending home a note to parents.
- Direct members to your team page.
  - *Register At Home*: Whether you send them emails or give them this sheet of steps, students can easily join your team by registering themselves at home online.
  - *Schedule a Computer Lab Session*: Set aside some time after school in the computer lab and make an announcement over the PA system. Anyone wishing to join your Plunge team can do so right here in school.
  - *Print out a Downloadable Pledge Sheet*: Print your downloadable pledge sheet from [www.plungemd.com](http://www.plungemd.com). Each plunger can keep track of their cash and check donations raised by logging their donors on this sheet. Along with their information at the top of the form, they can bring this with them on Plunge Day and be registered to your team post-plunge.