

# Rake-a-Thon

## 2026 Team Leader Checklist

Thank you for joining us as a Team Leader for the 12th Annual Habitat for Humanity Rake-a-Thon! This checklist will help you better understand the role of a Team Leader.

Additional questions can be directed to Heather Mansell  
hmansell@cvillehabitat.org **For day-of needs, please TEXT:**

Heather at (434) 257-0300

Natalie at (434) 234-3498

### FRIDAY

☐ **Text ALL of your team members**

- ☐ Send lawn addresses to all team members (or just the drivers), TL's will receive these Friday by 2pm
- ☐ Remind everyone to be on time

**Non-UVA Groups:** arrive at the first lawn no later than 9:00.

**UVA Groups:** meet at the Amphitheater at 8:00 and be at the first lawn by 9:00.

**Reminder:** Ask volunteers to let you know if they can no longer participate.

*\* Even small teams are mighty, we have grouped teams to make up 12-15 volunteer raking teams. If volunteers do not show up, it will be harder on the rest\**

\* Please text Heather at 434-257-0300 about any major changes in your team size. The sooner you let us know about this, the better: if we know ahead of time we can try and prepare to send reinforcements to your lawns.\*

### SATURDAY

#### **First Lawn**

- ☐ **Contact the Neighbor** to tell them you are on your way (*designated teams only, Habitat will let you know at Rake pick up*)
- ☐ **Arrive at first lawn and huddle your team (no later than 9:15 am)**
  - ☐ Thank your team, and remind them about customer service & courtesy
  - ☐ Assign someone(s) to be the photographers for your group
  - Post pictures on social media, @charlottesvillehabitat on instagram
- ☐ **Fill out your volunteer sign-in sheet**
  - ☐ Add any unregistered volunteers to the volunteer sign-in sheet
  - ☐ Make Sure all unregistered volunteers fill out liability forms.

- ☐ Place completed forms in the Team Leader packet.
- ☐ Text a picture of your completed sign-in sheet to (434-257-0300)

☐ **Knock on the Neighbor's door**

Introduce yourself and your team, and give them the Neighbor Packet  
Thank them for participating!

☐ **Complete the Neighbour's Lawn**

Let the Neighbor know when you are leaving (accept donations if given, no need to ask if not offered. Habitat will follow up). *Do not stay over the allotted time. You are responsible for the lawns you've been assigned. so be sure to manage your time!*

**Move to the next lawn & repeat!**

**Mid-point Check-In (11:15 am):**

- ☐ Text Habitat with an update: "On Track", "Ahead of Schedule", OR "May Need Help!"

**Finishing Last Lawn**

- ☐ Text Habitat **BEFORE** leaving your last lawn.

*\*If you finish before 1pm, we may reassign you to help another team that is near you and falling behind. This is vital to ensuring all 100+ lawns get raked. Tell all the volunteers on your team they should expect to be raking until 1!\**

**Rake & Team Leader Packet Return**

Return to Habitat Warehouse (1801 Broadway Street) to return:

- ☐ Rakes
- ☐ Team Leader Packet
- ☐ Donations

***Habitat will be having two lunch fundraisers on the day of Rake-a-Thon at Dino's Wood-Fired Pizza & Grill in the Dairy Market and Asado Wing & Taco Company on the Corner! We highly encourage all Rake-a-Thon volunteers to grab lunch at either location after finishing up their morning of raking. Please note that the Asado fundraiser will only be from 1-3 pm. Volunteers may show lunch flyers (distributed via email to team leaders) to restaurant staff upon arrival to participate in the fundraiser.***

**THANK YOU FOR SERVING AS A HABITAT RAKE-A-THON TEAM LEADER!**