



**TEAM** TOGETHER EVERYONE  
ACHIEVES MORE

## **TEAM Campaign Captain How-To Guide**

Welcome, TEAM Captains! The Oklahoma City Public Schools Foundation is proud that you will join us as your building's TEAM Campaign representative. We appreciate your help in this effort where every donated dollar benefits you and your students by supporting the work of the OKCPS Foundation.

**2025 TEAM Campaign Goal: \$85,000**

In this informational document, you will find:

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Contact info: (405)604-5977 or [TEAM@okckids.com](mailto:TEAM@okckids.com)  
TEAM Campaign info: [www.okckids.com/team](http://www.okckids.com/team)



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## GET STARTED

1. Familiarize yourself with the items in your TEAM Campaign packet:
  1. Pledge envelopes (**CHECK TO MAKE SURE YOU HAVE ENOUGH FOR EVERY EMPLOYEE AT YOUR SITE**)
  2. Pre-labeled manila envelopes for campus mail
  3. TEAM Campaign posters
  4. TEAM Captain button
  5. TEAM Campaign Captain information
  6. Site goal sheet
  7. List of already enrolled recurring payroll deduction donors
  8. OKCPS Foundation Roadmap
  9. OKCPS Foundation pens and stickers
2. Please contact us if you:
  - Need more campaign materials
  - Have over \$100 cash to submit to coordinate pick up/delivery
  - Have questions or need support

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## TEAM CAPTAIN TASKS- BEFORE FEBRUARY 3

- Check that you have enough **pledge envelopes** for every staff member at your site. Contact us for additional materials.
- Post **campaign posters** in common areas around your building.
- Present at a staff meeting** before the campaign starts or within the first few days of the campaign:
  - Show the TEAM Campaign Kickoff video.
  - Share that 100% of funds support the programs and initiatives of the OKCPS Foundation.
  - Share a story about how you or your students have been directly impacted by the programs and initiatives of the OKCPS Foundation – and why it is important for these programs to continue:
    - Coat-A-Kid
    - ReadOKC
    - DonorsChoose
    - Teacher Pipeline Programs
    - OKCPS Teacher of the Year
    - Etc.
  - Communicate the campaign goal for your site.
  - Share how to donate (Options listed on the pledge envelope)
  - Share information about the weekly drawings and prizes
  - Distribute the FAQ handout and pledge envelopes to ALL staff at your building, in ALL divisions.

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## TEAM CAPTAIN TASKS- WEEKLY DURING THE CAMPAIGN

- Encourage 100% participation from all staff at your site.
  - Make sure that 100% of employees are aware of the campaign and how to make a donation. A face-to-face ask (like during an all-staff meeting) is the most effective.
- Send weekly emails to staff about the campaign.
- Remind staff about weekly prize drawings!
  - On the Wednesday following each week, we will conduct the weekly drawings. All donors who have submitted their \$5+ donation by the end of the previous weeks will be entered to win.
  - The sooner you donate, the more chances you'll have to win! For example, if a donation is made Week 1, that person will be entered to win all four weeks.
  - Winners will be notified via email.
- Personalize pledge cards by writing notes or staff names.
- For absent staff or those with whom you may not have contact—send an envelope with a colleague you know will see them, make a personal visit by their classroom, tape it to their work station, announce that they are in the front office to be picked up, etc.
- Collect any completed pledge envelopes and place in a secure location.
- Send all donations in the pre-labeled Week 1-4 manila envelopes via campus mail to OKCPS Communications.
- Check your email regularly for communications about the TEAM Campaign (prize winners, fundraising updates, captain shout outs, etc)

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## PRIZES!

### **TEAM Captain gifts – These are for you! THANK YOU!**

1. OKCPS Foundation Tumbler
2. \$50 DonorsChoose Gift Card
3. \$5 Starbucks Gift Card
4. \$5 HTeaO Gift Card

## WEEKLY DRAWINGS

TEN winners who give a *recurring donation of any amount* or a *\$5 or more one-time donation* will be selected each week to win the following prizes:

- **Week 1 Prize:** Four Passes to the Oklahoma City Zoo
- **Week 2 Prize:** Movie Night Basket with Fandango Gift Card
- **Week 3 Prize:** \$150 DonorsChoose Gift Card
- **Week 4 Prize:** Amazon Fire HD 8 Tablet

## GRAND PRIZE FOR TOP DONORS

The top 10 donors from each of the following categories will be entered into a drawing to receive a \$500 Amazon gift card (three winners total):

- (1) Classroom teacher, (1) Support staff, (1) Central Office/Administration/Ops/Other

## GRAND PRIZE FOR TOP SITE

Staff-wide meal catered for the site with the **HIGHEST PERCENTAGE OF STAFF GIVING \$5 OR MORE.**

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