# Decorative

**Team checklist**

Congratulations on joining us as we double our impact for kids who are blind or have low vision. Together, we can support kids across the country to reach their dreams and help set them up for life.

We’ve made it super easy to take part in this campaign – all you need to do is follow four steps: sign up, spread the word, raise money and watch your impact grow.

1. **Sign up**

Send an email to [carolsbycandlelight@visionaustralia.org](mailto:carolsbycandlelight@visionaustralia.org?subject=Carols%20by%20Candlelight%202020%20Matching%20Appeal) with the following details:

* Group or organisation name
* Team leader name and contact details
* Photo or logo
* 100-word summary on who you are
* Your team fundraising goal

Once received, we will set up your unique team URL and start you on your path to making Christmas twice as special for kids who are blind or have low vision

**Top tip:** make sure you use your unique team URL to track your donations and see your impact.

1. **Spread the word**

Promote your good work! You can use our email templates, social content, posters and more, available at [carols.visionaustralia.org/double-your-impact](https://carols.visionaustralia.org/double-your-impact). Personalise the resources that work for you and don't forget to add your unique team URL.

Now it's time to let everyone know the important work that you’re doing this Christmas.

1. **Start fundraising!**

Start your fundraising efforts as soon as your team is confirmed. The earlier you ask for donations, the more successful you will be.

Here are some top tips that are easy and impactful:

* Ask for support from your colleagues by posting to your work intranet or notice board
* Share your progress on social media so that your mates can see how well you’re going!
* Email your friends and family to let them know why you’re raising money this Christmas, and tell them why it’s so important to you.
* Ask your friends and family to donate to you instead of buying a Christmas present this year.
* Host a Christmas-themed morning tea, or a virtual trivia over Zoom!

**Online donations**Encourage people to donate online via your unique team URL and track your progress in real time.

NB: **PayPal** and **credit card** payments are accepted through the team page.

**Cash donations**Know someone who prefers to donate cash? No problem! You can collect the cash from them, and bank it in your personal account. Then head to your online team page and make the donation on their behalf.   
  
**4. Watch your impact GROW!**

After your hard work and incredible fundraising efforts, sit back and enjoy the spectacular music of Vision Australia’s Carols by Candlelight, jump online and see how the money you raised is making a difference!

Your supporters can donate through your unique team URL up until 3pm on Christmas Eve, and help make Christmas twice as special.