



Get Ready to Jingle!

<Team Name> Kickoff Agenda

TIP: Hosting an internal team kickoff is a great way to engage prospective team members. It is an opportunity to recruit, educate and motivate the entire team to success! The agenda can be modified to fit the needs of your Team: from a 5-15 minute presentation at an all-employee meeting to a 30-60 minute presentation at an internal Team Kickoff Party.



1. **Welcome & Introductions (5 minutes)**
 - a. Lead Team Captain, Company/Group Leadership
 - b. Introduce all Team Co-Captains
2. **Team Goals (10 minutes)**
 - a. Recruitment and Fundraising Goals
 - b. Reaching Our Goals (team fundraising activities)
 - c. Company Incentives
3. **You Can Create a World Free of Arthritis Pain (10 minutes)**

TIP: Coordinate with your local Arthritis Foundation office to have a representative for this portion of the presentation. Or, you can use the information found in your Team Captain's Guide. You can find your Team Captain's Guide under Team Tools at arthritis.org/jbr

- a. About the Arthritis Foundation and Mission
 - b. Facts About Arthritis
 - c. "Arthritis is Unacceptable" Overview
 - d. Where the Money Goes
 - e. Making a difference
4. **Who Do You Jingle For? (10-15 minutes)**

TIP: Invite a colleague or member of your group to share their personal story and/or show a video available at arthritis.org/jbr
 5. **Day of Event Details (5 minutes)**
 6. **Online Registration & Fundraising Made Easy! (5-10 minutes)**

TIP: Have a computer or two set up to register team members on the spot before/during and end of the kickoff.
 7. **Questions & Answers**
 8. **Thank You!**