**Team Captain’s Checklist**

* **GATHER YOUR WALK TEAM AND SET GOALS:**
	+ Enlist leaders in your community, congregation, group, or school to help plan and promote the walk.
	+ Set goals for your team. Our Goals: # Walkers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; $ Donations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* **PUBLICIZE AND PROMOTE THE WALK:**
	+ Articles in newsletters
	+ Program/bulletin inserts and announcements
	+ Display Poster and distribute flyers
	+ “Walker and Donor” feet
	+ Visit [www.cropwalkforsyth.org/resources](http://www.cropwalkforsyth.org/resources) for more ideas. Read *“Frequently Asked Questions.”*
	+ Contact the Recruitment Chair at cwilson@crisiscontrol.org for other ideas and materials.

* **RECRUIT­ WALKERS:**
	+ Create your Team’s online donation site. Go to [www.cropwalkforsyth.org/register-online.html](http://www.cropwalkforsyth.org/register-online.html) and see “*How to Use the Online Participation Fundraising Site”* in the “*Team Captain’s Guide*.” Add pictures of your team or organization.
	+ Prepare Walker Envelopes. See “*How to Sign Up Walkers/Team Members”* in the “*Team Captain’s Guide*”
	+ Set up a display table before and after worship or team meetings to sign up walkers and donors.
	+ Give a walker envelope to each walker. Families or groups may use the same envelope. Envelopes are not required if acquiring donations online only.
	+ Provide a page of donor receipts for cash donations. Instruct walker to make checks payable to **CWS/CROP**.
	+ Encourage your walkers to use the Online Participation Fundraising Site [www.cropwalkforsyth.org/register-online.html](http://www.cropwalkforsyth.org/register-online.html) See “*How to Use the Online Participation Fundraising Site”* in the“*Team Captain’s Guide.*”
	+ Visit [www.cropwalkforsyth.org/resources](http://www.cropwalkforsyth.org/resources) for exercises and activities to educate and encourage your walkers.
	+ Tell walkers how to get a FREE t-shirt: $50 in donations for walkers 12 and under or $100 in donations for walkers over 12. See “*How to Sign Up Walkers/Team Members*” in the “*Team Captain’s Guide*.”
* **PLAN FOR WALK DAY:**
	+ Will the walkers be commissioned? Will lunch be provided for them before they leave for the Walk? Will they meet at a specified location and carpool? Will your group preregister or register on the day of the walk?
	+ Be sure you, group leaders, and walkers have directions to the Walk site, know the Walk route, and know where to park. For walk details and a walk map, visit [www.cropwalkforsyth.org/the-walk](http://www.cropwalkforsyth.org/the-walk). See “*Directions to Crisis Control Ministry and Bailey Park”* in the “*Team Captain’s Guide*” for directions to the walk site.
	+ Designate a location at the walk site for your team to gather for a team picture. **Check-in begins at 1:30 p.m.** **The walk begins at 2:30 p.m.**
* **REGISTER YOUR TEAM ON WALK DAY OR PREREGISTER:**
	+ Remind your walkers to print out their “Online Donation Report” to turn in with their money and walker envelope. See “*How to Use the Online Participant Fundraising Site*” in the“*Team Captain’s Guide.*”
	+ Collect all walker envelopes.
	+ You may preregister your team at Crisis Control Ministry the week of October 15th – 19th, 200 E. Tenth St., Winston-Salem, Monday – Friday, 9:00 a.m. – 4:00 p.m. and Tuesday 9:00 a.m.–6:00 p.m.
	+ See “*How to Register Your Team on Walk Day or Preregister*” in the “*Team Captain’s Guide*.”
	+ If you have not preregistered (or if you have additional walkers and donations), go to the Registration Booth to check-in on walk day and register your team.
* **THANK YOUR WALKERS:**
	+ After the walk, thank your walkers using email, personal note, newsletter or other communication tool.

**Thank you for being a CROP Hunger Walk Team Captain!**