



## 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](mailto: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 early check-in or check-in 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 Corpening Plaza" 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. **Registration and 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 early check-in your team at Crisis Control Ministry the week of October 14<sup>th</sup> – 18<sup>th</sup>, 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 completed early check-in (or if you have additional walkers and donations) go to the Registration Booth to check-in 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!**