

TEAM CAPTAIN'S CHECKLIST

1. GATHER YOUR WALK TEAM AND SET GOALS

- Enlist leaders in your congregation to help promote the walk.
- Set goals for your team.

Walkers - _____ \$ Donations - _____

2. PLAN FOR WALK DAY

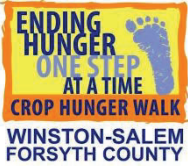
- Decide which Virtual Walk format and date work for your congregation. Will your congregation walk alone or with immediate family? Or will you walk in small groups following CDC and local guidelines.
- Will your congregation walk on Walk Day or will you walk on multiple days? Will you have different walk times?
- How will you engage with your congregation on Walk Day? Will you host a crazy hat competition? Will your congregation walk with uniform signs?
- Make time for reflection and prayer. Refer to [*Prayer in a Time of Pandemic*](#) in the Team Captain's Guide.

3. PUBLICIZE AND PROMOTE THE WALK

- Share your CROP Hunger Walk story in your church newsletter
- Advertise in your church program/bulletin
- Advertise on social media (tag @cropwalkforsyth) and on your church website
- Display posters and distribute flyers
- Visit www.cropwalkforsyth.org/resources for templates and ideas
- Contact the Recruitment Chair at ariesett@crisiscontrol.org for additional materials.

4. RECRUIT WALKERS

- Create your congregation's team, where members of your church can register for the walk, join your congregation's team, and donate online. Remember to include pictures! Go to www.cropwalkforsyth.org/register-online.html and refer to "[*How to Use the Online Participation Fundraising Site*](#)".
- Remember if members of your congregation aren't able to walk this year, they can still "Walk in Spirit" and raise money.
- If not registering online, prepare Walker Envelopes. See "[*How to Sign Up Walkers/Team Members*](#)".



- Give a walker envelope to each walker. Families may use the same envelope. Envelopes are not required if acquiring donations online only.
- If you are walking in small or large groups, you will need to have every walker sign the [COVID-19 Liability Waiver & Release](#). If you plan to walk individually or within your own household, you do not need to complete this waiver.
- Provide a page of donor receipts for cash donations. Instruct walk to make checks payable to **CWS/CROP**.
- Encourage your walkers to share the online fundraising website you created for your congregation with their friends and family to raise more money.
- Visit www.cropwalkforsyth.org/resources for activities to educate and encourage your walkers.
- Tell walkers how to get a FREE t-shirt! Register for the Walk in advance and get a 2020 CROP Hunger Walk t-shirt while supplies last. Reference "[How to Sign Up Walkers/Team Members](#)".

5. REGISTER YOUR TEAM FOR WALK DAY

- 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 Participation Fundraising Site](#)" in the Team Captain's Guide.
- Collect all walker envelopes and COVID-19 liability waivers if applicable.
- You may turn in donations and pick up your teams t-shirts at Crisis Control Ministry from **October 5th -16th**. Refer to [directions to Crisis Control Ministry](#). Please call or text 336-703-8282 if you need to come after hours.

6. THANK WALKERS

- After the walk, thank your walkers using email, personal note, newsletter or other communication tool.

7. POST WALK

- Want a t-shirt? Any remaining Walk shirts will be available at Crisis Control Ministry until **Friday, November 13, 2020**, or while supplies last.
- Please turn in all Walk donations by **Friday, November 13, 2020**.

THANK YOU for being a CROP Hunger Walk Team Captain!