



# Sample Believe Walk Volunteer Responsibilities

## Sponsorship team

This team's role is to help obtain corporate sponsorships for the walk. Sponsor team volunteers must be comfortable asking for donations, as well as speaking about dup15q syndrome and Dup15q Alliance. We suggest 2 – 5 volunteers for this team.

### **Duties:**

- Create a spreadsheet of all potential corporate sponsors in your area. Make sure you find a direct contact name within each organization. Letters will more likely be opened if they are directed to a specific person. Keep in mind that friends and family may be business owners or have employers who would be willing to donate.
- Work closely with the raffle/silent auction team and the refreshment team. Companies and individuals may overlap between these three teams.
- Send sponsorship request letter, sponsorship form and flyer to potential corporate sponsors. If you have a personal connection with someone from the corporation, it is okay to send the request via email.
- Follow up with corporate sponsors via phone two weeks after mailing letters.
- Maintain records of sponsorships received. Provide Dup15q Alliance with logos/names to be included on the sponsorship board, website, etc.
- Follow up with sponsors of any promotional materials they would like to distribute at the walk. Obtain corporate banner from sponsor for display that the walk site.

# Refreshment Team

The refreshment team helps to obtain in-kind donations for the walk. Refreshment team volunteers must be comfortable asking for in-kind donations, as well as speaking about dup15q syndrome and Dup15q Alliance. Depending on the walk site, 2-5 volunteers are necessary for this team.

## Duties:

- Work closely with the raffle/silent auction team and the sponsorship team. Companies and individuals may overlap between these three teams.
- Create a spreadsheet of all potential in-kind donors in your area. Make sure you find a direct contact name within each organization. Letters will more likely be opened if they are directed to a specific person. Keep in mind that friends and family may also be willing to donate a batch of cookies or a case of water.
- Create a list of items that you would like to receive for the walk. Some things that have been successful in past walks:
  - Water
  - Soda
  - Gatorade/Sports Drinks
  - Fruit
  - Coffee/Cream/Sugar
  - Granola Bars/Power Bars
  - Bagels/Muffins/Donuts
  - Cups/Napkins/utensils
- Send in-kind request letters and flyer to potential donors. If you have a personal connection with someone from the corporation, it is okay to send the request via email.
- Follow up with in-kind donors via phone two weeks after mailing letters.
- Maintain records of donations received or promised.
- Check local laws and Board of Health rules and regulations regarding food requirements for your local site. This usually only applies if you are serving food or drink that must remain at a constant temperature.
- If your walk site is planning a picnic after the walk, work with the site coordinator to decide if it will be a bring-your-own or if you should solicit in-kind donations such as pizza. Depending on the size of your site, some companies may be happy to donate lunch.
- Pick up promised items or arrange delivery for the day before or the morning of the walk.
- Make arrangements for displaying and serving the refreshments at the walk.

# Site/Security Team

This team is responsible for keeping the site clean and safe for the participants before, during, and after the walk. Typically 2 – 4 people are needed for this team.

## Duties:

- Work with the site coordinator to determine the layout of walk routes, refreshments, finance, and registration areas.
- Help set up tents, tables, and chairs before the walk.
- Provide garbage cans and recycling bins if not already provided at the site. Make sure to have enough in visible places.
- Canvas area during the walk and pick up garbage/recyclables. Empty cans and bins if full.
- Check that bathroom are stocked throughout the walk with toilet paper, soap, and hand sanitizer.
- After all, walkers are back from the walk, send a couple of volunteers around the walk route to collect any garbage.
- Post a volunteer or two around the finance area to keep it secure.
- Work with the site coordinator to determine if the walk site requires a police presence, nurses or EMTs. If so, staff appropriately.
- Obtain a first aid kit with basic items for simple injuries.
- Help break down tents, tables, and chairs after the walk.

# Publicity Team

The publicity teams helps to spread the word about your local Believe Walk. Members should feel comfortable speaking about dup15q syndrome and Dup15q Alliance.

## Duties:

- Compose posters to advertise the walk. Dup15q Alliance will provide the templates. Post them around the community.
- Email potential participants the details of registration. Don't forget to include friends, families, schools, workplaces, church and community groups, etc.
- Post event and requests for volunteers and participants on social media. Dup15q Alliance can provide you with templates.
- Contact local media to request coverage of the event. Follow-up after the walk to report on turnout.
- Take photos on the day of the event. Send them to Dup15q Alliance after the walk.

# Finance Team

The finance team is vital to the security of the money on the day of the event. Members also help to organize registrations and keep track of sponsorships for the walk.

## Duties:

- Work with the sponsorship team and those setting up raffle/silent auction procedures.
- Set up a procedure for collecting cash, checks, and credit card payments on the day of the event.  
Gather the necessary devices if you are planning to accept credit cards through your site's online form.
- Account for expenses and collect receipts from all walk volunteers. Submit these to Dup15q Alliance for repayment or receipt as an in-kind donation.
- Account for money received for donations, registrations, and purchases (store, raffle, silent auction).
- Arrange for cash boxes for the registration table and the t-shirt pick-up table, as well as any raffle/silent auction/store areas.
- Set up a procedure for collecting pledge forms/donations at the t-shirt pick-up table.
- On the day of the event, work with the site security team to keep money and registration forms safe.
- On the Monday following the walk, take the cash to a local bank and obtain a cashier's check.
- Mail funds, accounting logs, and registration forms to Dup15q Alliance no later than 30 days after the walk.