



## Where Do I Begin?

If you are interested in organizing a Dup15q Alliance Believe Walk Fundraising Event, but the idea makes you a little nervous, we have made a step by step guide to get you started!

Please contact us at [outreach@dup15q.org](mailto:outreach@dup15q.org) at any time with questions and suggestions. We are here to help!

### Step 1: Pledge to Host a Believe Walk

Hosting a Believe Walk Fundraising Event not only raises funds and awareness for dup15q syndrome, it brings together dup15q families in your area. Many of these families are meeting others for the first time.

Pledge to host a walk and we will be in contact to get you started!

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### Step 2: Find A Location

We recommend site locations be family friendly, such as Area Parks/ Playgrounds/ School Track or stadium. Some walks are a 1 mile fun walk and others are a 5k. Some sites have one set path, others have several options, and others walk around a track.

Note: Many sites book months, even a year, in advance. The Alliance will provide payment of the rental fees of your site if required. (pre-approval of location and fee must be approved)

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## Step 3: Find Friends and Family to Help!

There are many ways that people can help you organize beforehand, as well as the day of the event. Reach out to friends, family or local organizations for volunteers.

Check out our sample volunteer responsibilities.

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## Step 4: Additional Festivities

Some Believe Walk sites have added the following to the Walk event fun:

Basket Raffles/ DJ/Music  
Face Painting/ Bubble Machines/ Balloon artist

See our sample raffle donation request letter.

Note: Check into your city/state rules for gaming. Additional permits may be required for raffles, Dup15q Alliance can help with this.

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## Step 5: Tell Us About It!

Once the logistics of the walk have been decided and location secured, Dup15q Alliance will set up your ticket and donation website.

You will receive weekly updates on how ticket sales are going and who has registered! The Dup15q Alliance team will place the order for believe walk shirts and have them shipped right to you.

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## Step 6: Get The Word Out!

Once your ticket page is set up, you are off to the races. Dup15q Alliance will provide flyers, social media graphics, ect.

Think about how to get the word out about your event to your local community. See our sample press release.

The Alliance will email save the dates and ticket registrations to our area contacts.

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## What does the Dup15q Alliance provide?

- Fundraiser Support from our Outreach Coordinator
  - Branded graphics and flyers for marketing your event
  - Payment for Site location fees (pre-approval required)
  - Certificate of Insurance for Site Location
  - Management of Ticket sales and online donations
  - Believe Walk T-shirts for each participant and volunteer registered 4 weeks prior to the event
  - Sponsor Signage, Dup15q Factoid yard signs, Dup15q Alliance Sign, Registration Sign and Balloons at event
  - If possible, a Dup15q Alliance representative will attend the event in person
  - Reimbursement for pre-approved expenses, including entertainment, refreshments, etc.
- We ask that you keep expenses to a minimum and ask for donations whenever possible.

# Getting reimbursement for expenses

We understand that it is often difficult to get sponsors/donations for all of the walk's expenses.

As long as you have made a good faith attempt at soliciting donors/sponsors,

Dup15q Alliance will reimburse you for the Pre-Approved Expense per-person budget.

Reimbursement for Location and entertainment expenses, must be pre-approved by our

Business Manager. Submission may be made:

Note: The Alliance can pay the vendors directly.

Before you get started ask for the pre-approved budget list.