



Fundraising Instructions

Registration – Individual and Teams

Register for the 2008 Walk-a-thon online at www.episcopalcharities.org. At the start of the Registration page you can register as an individual or you can register a team. Individual and Team registration forms can also be downloaded from Episcopal Charities Walk-a-thon webpage. You must complete an online waiver or download the waiver form and mail or fax to Episcopal Charities to be eligible to walk. follows

Designate a team leader. Be sure that each team member registers and fills out a waiver. Teams of 12 or more walkers will receive a 25% rebate of all registration and fundraising donations to be used for their nonprofit outreach program or agency.

Fundraising – Individuals and Teams

Ask your family, associates, and friends to support your walk by pledging an amount for each of the eight miles that you walk. You can sign up sponsors on a downloadable page from Episcopal Charities website or you can send an email to anyone one that you would like to ask to be a sponsor from the fundraising page you set up from the link on the Walk-a-thon webpage. Set a fundraising goal for yourself and let donors know how much you plan to raise. Download our “How to Ask” worksheet for fundraising tips from the Walk-a-thon page on Episcopal Charities website.

Collect all donations **BEFORE** the event and be sure to indicate on your donation form if you received cash or check and the amount you received in online donations, if needed. **Episcopal Charities WILL NOT bill your donors. Make checks payable to Episcopal Charities.**

Bring your donations with you when you check in on Walk-a-thon event day. If you are part of a team, please submit your form and donations to your team leader.

All team members’ donation forms and donations need to be placed in a single envelope and dropped off at the registration table. Please be sure to attach each participant’s donations to their own donation form and include a Team Summary Form in the envelope.

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TEAM FAQ's

What is a team?

A team represents any number of participants who would like to identify themselves as part of a group. Teams of 12 or more will have 25% of their donations returned for their own outreach efforts. Benefiting organization must have current 501(c) (3) status.

What is a Team Leader?

A Team Leader is the person responsible for making sure that each team member has registered for the event, and that each member has collected or paid the fundraising requirement. The Team Leader is also responsible for collecting all donation forms and donations in a single envelope to turn in on event day.

Do all team members need to check in on the morning of the event?

NO. Only Team Leaders are required to check in. Once all donation forms and donations are collected in a single envelope, the Team Leader makes a quick drop-off at the registration table. Please be sure to attach each participant's donations to their own donation form and include a Team Summary Form in the envelope.

What is a Team Summary Form?

You can get a copy of the Team Summary Form in this packet, from our website at www.episcopalcharities.org or contact us to have one mailed or faxed to you. This form provides a summary of all of your team members as well as the total amount of donations they have collected. This form also helps us make sure that every member and every donation from your team gets counted.

For more information, answers to questions, and clarification please call **415-869-7813**, email info@episcopalcharities.org, or visit Episcopal Charities website at www.episcopalcharities.org. To fax forms dial **415-673-5186**.