

2012 Ron Santo Walk to Cure Diabetes

TEAM CAPTAIN FAQs



When is the Walk and what time does it begin?

October 14, 2012 in six locations:

Central Illinois (Peoria); Lakefront (Lawrence at the lake); Northern suburbs (Libertyville); Northwest suburbs (Busse Woods); Western suburbs (Lisle) and in the Southwest suburbs (Palos Hills). Registration at all sites *except* the Northern Suburbs and Central Illinois is at 8:30; Walk starts at 9:30 a.m. The Northern suburban site's registration begins at 8:00 a.m.; Walk starts at 9:00 a.m. The Central Illinois site's registration begins at 11:30 a.m.; Walk starts at 1:00 p.m.

What is the definition of a team?

A team is a group (typically ten or more people) of co-workers, friends, family members and others who raise money and walk together. Each team should have one designated Team Captain/Internal Coordinator, who leads the team efforts and acts as the team liaison with JDRF. **Please note: Per JDRF's registration system, the Team Captain must register online first before other team members can register.**

How do I form a team?

CORPORATE TEAM

- Designate an Internal Coordinator (to act as main liaison with JDRF staff).
- Set a goal – break down goal to \$100 per Walker. It's as easy as asking 10 people for \$10!
- Hold a team captain kick-off so that the JDRF staff can help you recruit walkers and raise money.
- If you would like more than one Team Captain, please consult your local Walk Manager for assistance.
- Pre-register at www.walk.jdrf.org.

FAMILY TEAM

- Create a team name. Be creative! All of your walkers should register under the same team name.
- Designate a Team Captain (to receive information and be paired up with a Family Team Mentor). There should only be **one** Team Captain per family team.
- Recruit a minimum of ten walkers (family, friends, co-workers, etc.)
- Pre-register at www.walk.jdrf.org.

What are the requirements of a team?

We ask that each participant do two things: pre-register and raise money! There is no registration fee, so we encourage every walker to raise at least **\$100**. Every person on the team should use the same team name.

We strongly encourage every family team to participate in the letter-writing campaign, which is an easy and quick way to generate contributions. Children are often some of the best fundraisers – they may want to get their school's student groups to participate.

What are the benefits of participating as a team (as opposed to walking as individuals)?

- As a Team Captain, you will receive regular communications from JDRF about Walk Day information, fundraising tips, and other ideas.

- For the **Chicagoland area Walks**, all teams with **10 or more walkers**, registered by **October 1st at 9:00 a.m.**, will have a reserved table with team sign at the Walk site.
- Team t-shirts are fun and a way to build camaraderie/team spirit.
- For corporate teams, it is a great way to gain visibility within the community and build a sense of camaraderie within the company.
- Your family, friends and co-workers will enjoy being part of the team effort!

As a Team Captain, how many walkers should I recruit?

As many as you can. A good rule of thumb is **ten...** Remember, our goal is to have each Walker raise at least \$100 or more.

What is the time commitment to participate?

That's up to you!

What types of materials are available for us?

JDRF will supply you with Walk brochures, balloons, and posters – whatever you need to promote the Walk. Order materials on-line by going to **www.jdrfillinois.org** and follow the links to the Ron Santo Walk to Cure Diabetes.

Who do I contact for information on...?

FAMILY TEAMS:

Letter-writing Campaign: Your Family Team Mentor

Fundraising Ideas: Your Family Team Mentor

Walk Day Information: Your Family Team Mentor

General Questions: Your Family Team Mentor

CORPORATE TEAMS:

For any of the above questions, please contact either your internal coordinator or your JDRF Walk Manager.

How do I collect funds after the Walk?

You may want to make a reminder call or send a reminder letter or e-mail to those people who have not turned in their pledges by Walk day. We do recommend that you try to collect all your pledges *before* the Walk. Checks are preferred.

When should I send my letters?

We have found that the best time to send letters to family, friends, etc. is approximately one month before the Walk. For businesses you are soliciting, we suggest sending out letters two months prior to the Walk. Many walkers have found that enclosing a Self Addressed Stamped Envelope is a great way to increase support.

You can also use your Participant Center to send out emails to your family, friends, and co-workers. There are templates you can use or you can customize your own email. Each email includes a link that goes directly to your fundraising page. This has become our most popular method of fundraising. Visit www.walk.jdrf.org to log-in to your Participant Center. Contact your Walk Manager with any questions.

How will I know who has signed up for my team?

The best way to track your own team members is to sign-up to use the Participant Center. You will then be able to log-in anytime at www.walk.jdrf.org to view all walkers registered on your team and view your team's fundraising progress.

How much does it cost to participate in the Walk?

There is no registration fee to participate in the event. Teams incur costs associated with the coordination and mailing for the letter-writing campaign. Other costs may include, team t-shirts, pre- or post-Walk parties, etc. We encourage teams to try to secure corporate funds from either their company or local businesses to underwrite the costs of their t-shirts. Or, have fun by making your own t-shirts, using tie-dye or puff paints. Also, consider alternatives such as hats, sashes, buttons, and visors.

How can I get my child's school involved?

- Talk to your JDRF Walk Manager about the **Kids Walk to Cure Diabetes** program or visit <http://jdrfkidswalk.donordrive.com> to learn more.
- Meet with the PTO to discuss how fundraising efforts can benefit your team and/or JDRF.
- Send a letter to the other children in your child's class/school.
- Get your child's teacher involved in the efforts.
- Look into getting a student service group, such as Student Council, to support your team and join you in the Walk.

I wrote a letter last year. What do I write this year?

- See our sample letters for other ideas.
- Check out the list of ways to freshen up your letter.
- Utilize your Participant Central account to e-mail your letter to all of your contacts.

Do I really need to register ahead of time?

YES! We need to know how many people are attending so we can plan ahead for food, parking, T-shirts, etc. Be sure to **register on-line at www.walk.jdrf.org**! Select Illinois from the drop down state menu and click on your Walk site. Each person attending the event, regardless of age, must register! It helps us ensure that Walk day runs smoothly!

Why do I register before the Walk and then stand in line at registration at the Walk?

The registration before the Walk is like an RSVP, the day of the Walk you are turning in your money and picking up your t-shirt.

What is the distance of the Walk?

The Walk route varies by location:

Central Illinois/ 1.6 K/5K

Lakefront/5K

Northern Suburbs/5K

Northwest Suburbs/5K

Western Suburbs/3K

Southwest Suburbs/ 2.5K/5K

Are we fed on Walk day?

JDRF provides one half-sandwich and a beverage to each registered walker. We also try to secure additional donations of fruit, bagels, chips, coffee and juice. However, should you be concerned about the food being offered, you are welcome to bring your own.

When can I begin collecting money?

You can begin collecting contributions now. Checks should be made out to: **JDRF/Ron Santo Walk to Cure Diabetes**. You should insert all contributions in a collection envelope provided by JDRF. Complete the form on the envelope so we can be sure to credit the contents to the right team.

Can I make online donations?

Yes! To make an online donation, go to www.walk.jdrf.org. Under the 'Donate to a Walker' heading enter the person's name you wish to donate to and select 'Illinois' from the drop down state menu. Click the walker's name and you will be brought to their personal fundraising page where you can make an online donation by clicking "Donate to (walker's name)". Enter your personal information and click submit. Your donation has then been made to that walker!

I know there are incentive prizes: How does that work?

Each registered Walker who raises **\$100** will receive a JDRF T-shirt on Walk day (**one shirt per Walker**). Walkers who raise a minimum of \$200 can select from JDRF gift catalogs. Check out all of the award levels and prizes at www.jdrf.org/greatprizes. You can also choose **not** to receive a prize so your **full** contribution can be spent on research!

Contributions must be received no later than **November 19th** to count toward a prize. Prizes can be selected through your Participant Center account or by making your selection on the front of your collection envelope. **One prize per walker**. JDRF incentive catalogs will be mailed within ten weeks from order date (November 19th). *Prizes will not be delivered by the end of the year.* To choose your prize online, log-in to your Participant Center account at www.walk.jdrf.org. Click on the '**Choose Your Incentive Prize Catalog**' link on the right side of the screen. Select the prize catalog that you qualified for based on your fundraising totals. Click 'SAVE'.

Do people have to attend the Walk to participate?

No. If someone is unable to attend the Walk but still collects money, simply turn the money in at the Walk or mail it in a collection envelope to the JDRF office. Or, encourage them to be a **virtual walker** by registering and raising money online! They are still eligible for prizes and awards as long as they send in their contributions by **November 19, 2012**.

Where can I get a map and parking directions for the Walk site?

Visit our website at www.jdrfillinois.org and click on the Ron Santo Walk Tab and Walk Locations.

What if it rains?

The Walk is held rain or shine at each location. We encourage all walkers to at least stop by the registration tent and turn in your contributions and receive a Walk T-shirt if it does rain.

How do I contact the JDRF office?

JDRF Illinois Chapter
11 S. LaSalle St., Ste. 1800
Chicago, IL 60603-1344
Phone: 312-670-0313
Fax: 312-670-0250

Thank you!

