



“Walking With Hope”

Committee

Team Chair person– Every team will have a chairperson

Responsibilities of chairperson:

- Attend all Walking with Hope Committee meetings / or send a representative from team
- Provide status report to committee
- Keep record of all team activities
- Communicate any concerns or questions to Elizabeth or Ashley

Team one

Recruit local business for booths and or goodie bags(1 chairperson, 5-10 team members)

- Get people excited about walk
- Obtain company sponsors willing to donate
 - Acquire donations from businesses to use in gift baskets , raffle or checks made payable to Walking with Hope
 - All donations will be stored at Giving Children Hope
- Visit local companies
 - Sign up a minimum of 30 businesses to participate in booths (20 of these should be vendors)
 - Assign area's do not go to the same business twice
 - Mail out thank you letters to everyone visited
- Obtain and keep good records of all business information such as
 - Contact person– owner or supervisor
 - Company info– phone number, address, e-mail
 - What type of business– is it appropriate
 - Record of payment– Check # , receipt

All necessary paper work will be provided by Elizabeth or Ashley

Team two

Recruit Churches (youth groups), Schools (private Christian schools), Colleges any and all people interested in walking for a cause.(1 chairpersons, 5-10 team members)

- Get people excited about the walk
- Visit churches, schools, colleges, boy scouts etc. to recruit 1000 people. **We can do this!**
- Hand out flyers
- Keep record of all participants– name, phone number, e-mail, address etc.
- Collect registration fee
- Work day of event at registration booth(30 volunteers needed)
- Acquire donations such as items for raffles, gift baskets or donations made out to Walking with Hope. Keep receipts
- Also give info about booth opportunity then pass all info to Team One for business recruiting



“Walking With Hope”

Committee page 2

Team three

Will make and solicit donations for baskets. Baskets will be used in raffles.

(1 chairperson, 5-10 team members)

- Team needs to be creative
 - We need 60 baskets– silent auction, raffles
 - Sell pre-sale raffle tickets 6 for \$5 dollars . Day of event 1 dollar each.
 - Create themes for baskets– specify items needed for each basket
 - Solicit specific items-or get people to underwrite a basket(s)
 - Keep records of all donations (receipts) and donors info
 - Send out thank you letters to all donors within 2 business days
 - All baskets must be done by Monday, May 12,2008
- Day of event
 - Booth with baskets
 - Sell raffle tickets
 - Baskets will be raffled off all day.

Day of walk

- **Water stations**
- **First aid site**
- **Set up team**
- **Clean up team**
- **Food Drive Collection Team– need bins**