

LADIES OF CHARITY USA-AIC WALKS

“HEART & SOLE

POUNDING THE PAVEMENT FOR THE POOR”

The LCUSA-AIC invite and strongly encourage you to participate in an annual WALK. Any Chapters throughout the USA and abroad can participate. Money raised at the local levels will be credited and used in direct service to the poor of that area. **“Pounding The Pavement For The Poor”** WALKS promise to substantially involve both the media and the general public thus, raising the visibility of the Ladies of Charity and their work.

Walkers will pay a registration fee and/or get sponsors/donors to pledge. Walker registration is \$25.00.

The WALKS will be organized by individual chapters. Regardless where the Walker actually walks, pledges will be credited to respective chapters as designated by the walker.

Our website will contain all **“Pounding The Pavement For The Poor”** planning, media, sponsor, and administrative/organizational material.

Each walker will receive a t-shirt and location information after he or she registers.

WALK CHECKLIST

Following is a brief outline and checklist to get you started in setting up a WALK.

ACTION

1. Open and Read Instructions
2. Read the Committee Descriptions
3. Convene an initial group to review and understand the WALK Administration and Marketing material
4. Identify and contact individuals willing to accept Committee leadership duties as Committee Captains and WALK Chair
5. Identify and appoint a WALK Chair to coordinate and delegate Committee Captains
6. HAVE FUN!

RECOMMENDED COMMITTEES & DESCRIPTIONS

LOCAL CHAPTER

To ensure the success of your WALKATHON, you will need to recruit a **WALK Chairperson**, to oversee planning and implementation of your event.

The WALK Chair is responsible for recruiting and training a team of committee volunteers to plan and implement all aspects of the local WALK. She is also responsible for assessing what went well with the event and opportunities for growth and improvement of the event. It might be beneficial to recruit a local celebrity Chairperson also.

Communications/Publicity Committee

- Arrange for media coverage through press releases, press conferences and interviews
- Keep up- to- date media lists
- Contact the media in advance of the event
- When contacting reporters, be aware of deadlines
- When speaking to reporters, be courteous, brief and stick to the point
- Use a median sign-in sheet at your event
- Watch for articles that may be published about your event
- Never hesitate to ask for free press

Sponsorship Committee

- Work to obtain underwriting opportunities to defray expenses
 - Printing expenses
 - Beverages and snacks for workers and walkers
 - Optional printed program
- Form to request additional information about the LOC
Letter from President
Educational materials
Volunteer recruitment form
Ways to give information

Logistics Committee

- Walk site selection
 - City streets
 - Traffic control will be the biggest logistical challenge
 - Arrange ahead of time
 - County park
 - High school track (map out route – length 5K is 3.1 miles)
- Obtain necessary permits
 - Street Department
 - Parade permit
- Insure insurance requirements are met
 - Waiver for WALK participants**
 - Liability policy to cover property damage only (each city will have its own requirements for minimum coverage)**
- Ensure that all necessary items are provided at the event location
- Overall coordination for set up and breakdown of event

Finance Committee

- Order tee-shirts for event participants
- Distribute and maintain an accurate count of tee-shirts
- Oversee tabulation of all monies
- Report the total of funds raised

Publicity Committee

- Work with media to develop and/or write feature stories and text for local newspaper or magazine supplements
- Recruit a Master of Ceremonies to emcee the WALK program
- Recruit federal, state and local officials and celebrities to attend, participate in and promote the Walk
 - Have local celebrities man hospitality stations along the route
- Flyers/Ads/Announcements
 - Put up fliers in prominent locations
- Coordinate opening and closing ceremonies
- Pre-celebration and closing ceremony
 - The beginning of the event should be celebrative and a media event
 - Have a local celebrity or politician give a short talk to honor the walkers
- Post-celebration ceremony (optional)

Recruitment/Registration

- Recruit, Train and Manage volunteers on WALK Day
 - Individuals
 - Corporate members
 - Students
 - Service hour opportunity
- Recruit and Manage Walk participants
 - Individuals
 - Teams
 - Family
 - Friends
 - Local businesses
 - Corporate
 - Schools
 - Challenge opportunities
 - Obtaining pledges
 - Collecting pledges
- Work with participants to ensure they know what they are supposed to do before, during and after the event
- Coordinate registration the day of the event

PRE-EVENT LETTER TO THE EDITOR

Dear Editor:

The Ladies of Charity USA-AIC has been a very dynamic group in (Location) for many years with a dedicated group of volunteers participating in responding to the needs of the poor. As Vincentians, we see the personal tragedy of poverty firsthand and do much to alleviate it. We are dedicated to ending poverty in America and around the world.

The Ladies of Charity USA and the Association of International Charities need your help now. Plans are underway to promote an annual Walk. The Walk will be held on _____ to raise significant funds for use in direct service to the poor. Funds raised locally will be used locally.

Join us at this event to celebrate the poor and honor those caring individuals who work directly in the community to bring about healthy change for men, women, and children.

(Contact Person & Title)
(Chapter Name)

VOLUNTEER SIGN-UP FORM

Thank you for your interest in volunteering. To ensure that we have the correct information to contact you, please fill out the form below and return it to (Local Chapter Contact Person):

Volunteer Coordinator
Local Street Address
Local City, State, Zip
Local Phone or Contact number

Name _____

Address _____

City _____ State _____ Zip Code _____

Day Phone _____ Evening _____ Cell _____

Email Address _____

Please indicate your availability to volunteer.

_____ Weekday _____ Walk Day

_____ Weekends _____ Committee Opportunities

_____ Communications/Publicity Committee

_____ Sponsorship Committee

_____ Logistics Committee

_____ Registration/Finance Committee

Participant/Volunteer
Accident Waiver and Release of Liability
(To be signed by all event participants and volunteers)

I recognize and acknowledge that there are inherent risks in my presence and participation in the LCUSA –AIC WALK on _____. I acknowledge that this Accident Waiver and Release of Liability form will be used by the event holders, sponsors and organizers, in which I may participate, and that it will govern my actions and responsibilities at said events. In consideration of my registration and participation in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors and assigns as follows:

- (A) Waive, Release and Discharge from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter accrue to me or my traveling to and from this event, the LCUSA-AIC, their directors, officers, employees, volunteers, representatives and agents, event holders, event sponsors, event directors and volunteers.
- (B) Indemnify and Hold Harmless the entities or persons mentioned in this paragraph from any and all liabilities or claims made by other individuals and entities as a result of any of my actions during this event.

I am aware the LCUSA-AIC does not provide health and accident coverage for me, and that it is my responsibility to pay any medical bills from injuries sustained while participating in the Walk.

I certify that I am physically fit, have sufficiently trained for participation in the event and have not been advised otherwise by a qualified medical person.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident and/or illness during this event.

I understand that at this event or related activities, I may be photographed, I agree to allow my photo, video or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizations and assigns.

**I HAVE READ AND FULLY UNDERSTAND THIS WAIVER AND
RELEASE OF CLAIM FORM.**

Printed Name

Signature

Date

Emergency Contact

Phone Number

If under 18 years old, parent or guardian must also sign below.

PARENT/GUARDIAN WAIVER FOR MINORS (UNDER 18 YEARS OLD)

The undersigned parent and natural guardian does hereby represent that he/she is, in fact, acting in such capacity and agrees to save and hold harmless and indemnify each and all the parties referred to above from all liability, loss, cost, claim, or damage whatsoever which may be imposed upon said parties because of any defect in or lack of such capacity to so act and release said parties on behalf of the minor and the parents of legal guardian. I understand that the foregoing Accident and Release of Liability shall apply to my child. I hereby give permission for my child to participate in the LCUSA-AIC, with the understanding that every reasonable effort will be made to plan for safe participation in this event.

Printed Name

Participant's Age

Signature of Parent or Guardian

Date

Emergency Contact

Phone Number

WALK REGISTRATION FORM

First Name _____

Last Name _____

Street Address _____

City _____ State _____ Code _____

Gender _____ Female _____ Male _____ Age _____

Daytime Phone _____

Evening Phone _____

Email Address _____

T-Shirt Size ___ Small ___ Medium ___ Large ___ X-L ___

2X _____

Enclosed is my registration fee of \$25 _____

* My WALK money should go to

_____ Chapter in _____

Complete and return to:

LOC WALK

WALKER PLEDGE SHEET

Walker's Name

Chapter Name

Make all checks payable to Local Chapter.

Sponsor's Name

Address

Pledge Amount

Heart and Sole



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DONOR RECEIPT



DATE _____

DONOR NAME _____

AMOUNT _____

**2010 "POUNDING THE PAVEMENT FOR THE POOR" Ladies of Charity WALK
All donations are fully tax deductible.
Thank you for your generous Donation!**

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