



Tallying Sheet

LOCATION:	
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A reminder that **NO CASH, CHEQUES, OR CREDIT CARD DONATIONS ARE BEING DEPOSITED BY WALK ORGANIZERS**. *All participant submissions including cash, cheques, and credit card sheets should be contained within the appropriate envelopes, sealed, and returned to Parkinson Society BC post-walk.*

Walk Coordinators: Please make sure to return this whole document as well as the post-walk report as a part of the materials you are returning to Parkinson Society BC after the walk. A large pre-labeled bubble envelope was provided in your community package to assist with the return.

All returns should be made via your local FedEx and a tracking number on the package should be provided to Parkinson Society BC.
Please DO NOT use Canada Post to return post-walk monies and paperwork to the Society.

Use this sheet to assist in determining the walk total following the completion of registration:

- **Part 1 – Teams** will help you tally the teams
- **Part 2 – Individuals Without Teams** will help you tally individuals who are not part of a team.
- **Part 3 – Corporate Sponsorships** will help you add in any corporate sponsorships that may not have been captured as a part of the proceeds at registration.
- **Part 4 – Grand Totals** will help guide you through the totalling process.
- **Part 5 – Top Teams and SuperStars for Announcements** will help you identify top teams and fundraisers. Part 5 only needs to be completed if your walk wishes to make announcements about SuperStars and/or Top Teams. Otherwise, you can skip Part 5.



Part 2 – Individuals Without Teams

6. Locate your individual envelopes with walker check-in forms that have been kept separate because they are not part of a team. *For this task you are not opening team envelopes.* This tally is for envelopes that are set aside and **not** contained within a team envelope (i.e. they should have a “Walker Check-In Form” taped to the front and no team name indicated).
7. Take an envelope/sheet look for the amount indicated as the total raised for the individual.
8. In the table below, write the individual’s name in the “Individual’s Name (No Team)” field below and the total amount raised by the team in the “Total Raised by Individual (No Team)” field.
9. Make sure if you are dealing with an envelope that contains money, that it is *sealed to prevent monies or paperwork from falling out.*
10. Repeat for each individual envelope and/or sheet until you have reviewed them all.

INDIVIDUAL’S NAME (NO TEAM)	TOTAL RAISED BY INDIVIDUAL (NO TEAM)

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GRAND TOTAL FOR INDIVIDUALS (NO TEAM) (B)	

Part 3 – Corporate Sponsorships

17. Some walks may have secured corporate sponsorships that are not captured in the totals above as they are not part of walker or team totals. In most cases, walk organizers are already aware of these. You can use the space below to note any.

Please note that corporate sponsorships are different from corporate donations, nor should companies like local grocery stores who donate gift cards/goods to the walk be included here.

CORPORTATION/ORGANIZATION NAME	TOTAL SPONSORSHIP AMOUNT
GRAND TOTAL FOR SPONSORSHIPS (C)	

Part 4 – Grand Totals

12. Refer to Part 1 and look for the “Grand Total for All Teams (A)”. Write this amount in the “Total (\$)” field corresponding to the listing.
13. Refer to Part 2 and look for the “Grand Total for Individuals (No Team) (B)”. Write this amount in the “Total (\$)” field corresponding to the listing.
14. Refer to Part 3 and look for the “Grand Total for Sponsorships (C)”. Write this amount in the “Total (\$)” field corresponding to the listing.
15. Add all the amounts together in the “Total (\$)” column and write this amount in the “Walk Day Total” row.
16. Congratulations! You now have your Walk Day Total for announcements!

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GRAND TOTALS LISTING	TOTAL (\$)
GRAND TOTAL FOR ALL TEAMS (A)	
GRAND TOTAL FOR INDIVIDUALS (NO TEAM) (B)	
GRAND TOTAL FOR SPONSORSHIPS (C)	
WALK DAY TOTAL (A+B+C)	

Part 5 - Top Teams and SuperStars for Announcements

If your walk location wishes to make announcements about SuperStars and Top Teams, you can use the instructions below to assist you in writing up your lists for announcements. Otherwise, skip this part and you are done!

There are two documents included in your supplies that will assist with this. Shown below.

**Top Teams (for announcements)
sheet**

The image shows a template for a 'Top Teams (for announcements)' sheet. It features a header with the Parkinson SuperWalk logo and three stars. Below the header, there are two columns: 'Team Name' and 'Total Raised'. The sheet is decorated with a red dashed border and red scalloped corners.

**SuperStars (for announcements)
sheet**

The image shows a template for a 'SuperStars (for announcements)' sheet. It features a header with the Parkinson SuperWalk logo and three stars. Below the header, there are two columns: 'Name' and 'Total Raised'. The sheet is decorated with a blue dashed border and blue scalloped corners.

FOR IDENTIFYING TOP TEAMS

We consider Top Teams any team that raises \$1,000+, but you can change to identify whatever you see fit for acknowledgement, such as for the top three teams. For this exercise, we will identify any team that has raised over \$1,000+



for acknowledgements.

17. Refer to *Part 1 – Teams* of this document (“Tallying Sheet”). Review the list of teams and identify any teams who have raised over \$1,000. Write the names of these teams, and their corresponding totals, on the “Top Teams (for announcements) sheet.”
18. Place a * beside the team with the highest total, or highlight using a highlighter.

FOR IDENTIFYING SUPERSTARS

We consider SuperStars anyone that raises \$1,000+. For this exercise, we will identify any individuals that have raised over \$1,000+ for acknowledgements.

19. Refer to *Part 2 – Individuals Without Teams* of this document (“Tallying Sheet”). Review the list of individuals and identify anyone who has raised over \$1,000. Write the names of these individuals, and their corresponding totals, on the “SuperStars (for announcements) sheet.”
20. Now you will locate your team envelopes. The individuals you identified in the step above do not include individuals on teams, so now we need to locate these.
21. Scan each team envelope’s cover sheet and identify anyone who has raised over \$1,000. Write the names of these individuals, and their corresponding totals, on the “SuperStars (for announcements) sheet.”
22. Place a * beside the team with the highest total, or highlight using a highlighter.

Thank you for your support in helping make Parkinson SuperWalk a success! We couldn’t do it without you.

Questions about the return of documentation? Email us at events@parkinson.bc.ca and we’d be happy to assist.