



## SUPERWALK CHECK-IN Cheat Sheet

1. **Greet all walkers as they arrive** at registration/check-in with a *“Hello and thank you for coming out to participate in SuperWalk!”*
  
2. **Ask the walker if they have collected donations online and/or have collected cash/cheques or credit card donations.** (Cash/cheque donations must be included on a pledge form. Credit Cards do not need to be included in the pledge form). Below are the different registration/check-in types you will encounter:
  - **Walker has ONLY raised funds ONLINE (nothing additional to submit on the day of the walk)**
    - i. **Find a Walker Check-In Form/Envelope** and fill in the appropriate fields at the top and under Step 1.
    - ii. **Refer to the Online Donation Summary Report to determine the donations collected** by the walker and write it in the “Online” field. (Note: no waiver is required as they have signed this when they registered online.)
    - iii. Ensure the walker agrees to the total amount and initials in the “walker initials” area on the **Walker Check-In Form**.
    - iv. As the registration volunteer, initial in the “reg volunteer initials” area.
    - v. Proceed to step 3.
  
  - **Walker has cash, cheques, and/or credit card donations to submit**
    - i. **Find a Walker Check-In Form/Envelope** and fill in the appropriate fields at the top and under Step 1.
    - ii. **Ask the walker to review their pledge form(s) and all cash/cheques.** Total the cash and cheques and enter the amounts in the specific fields on the **Walker Check-In Form**. (Note: no waiver is required as they have signed one as a part of their pledge form.)  
**IMPORTANT:** Walkers must ensure that all donations written on the pledge form(s) equal the amount of cash and cheques they hand in on walk day. If a donation is written on the pledge form, and money hasn’t been collected by the walker, that donation should be stricken from the form, collected at a later date, and sent to PSBC with a pledge form.
    - iii. **Are there credit card donations being handed in on the DAY OF?** If so, complete a **Credit Card Donation Sheet**. Carefully double-check that all the fields are legible and filled out. Credit card donations **do not** need to be

noted on the pledge form. However, each credit card donation sheet will need to be placed inside the walker's yellow envelope. Enter the total credit card amount on the **Walker Check-In Form** under "Credit Card".

- iv. **Are there online donations?** Online donations have already been received by PSBC. To fill out the "Online" field on the Walker Check-In Form, refer to the **Online Donation Summary Report**. The amount on this report may vary from the actual amount collected on the day of the walk, as they are printed in advance. Ask the walker to confirm the online amount and write that amount in the "Online" space on the **Walker Check-In Form**.
  - v. Ensure the walker agrees to the total amounts and initials in the "walker initials" area on the **Walker Check-In Form**.
  - vi. As the registration volunteer, initial in the "reg volunteer initials" area.
  - vii. Place the pledge form(s) along with all cash/cheques/credit card sheet(s) into the walker's envelope, and **seal it**.
  - viii. Proceed to step 3.
- **Walker is not raising funds and only walking**
    - i. **Give the walker the Walker Check-In Form/Envelope** and ask them to complete the bottom area only.
    - ii. Proceed to step 5.
  - **Not walking, donation only.**
    - i. If a person does not want to participate in the walk, but would still like to donate money to SuperWalk, you still need to fill a **Walker Check-In Form/Envelope** for them, but they do not need to sign the waiver at the bottom. Select the option "A. Money to hand in".
    - ii. **For cash or cheque donations**, the donor needs to fill in a pledge form and submit it with their donation. Follow the same steps for cash donations from walkers.
    - iii. **For credit card donations**, the donor needs to fill out a **Credit Card Donation Sheet**.
    - iv. Place the completed paperwork and/or donations in the envelope, seal it, and place it with the rest of the individual envelopes.
    - v. Proceed to Step 3.
- 3. If there are draw prizes, give the walker a draw prize ticket.**
  - 4. If the walker is a SuperStar (raised \$1,000+) provide them with a hat & pin.**  
(**blue hat** = \$1,000-\$2,499; **red hat** = \$2,500+)

**5.** **If the walker is part of a team**, find the appropriate team's envelope and write their full name and total funds raised on the front of the team envelope. This is applicable even if the individual is not fundraising. You can then place the Walker Check-In Form/Envelope in the team envelope.

**OR**

**If the walker is *not* part of a team**, put aside the Walker Check-In Form/Envelope for tallying. *Do not put it in a team envelope.*

**6.** Thank the walker. Their walk day check-in is completed!

# Document Legend

Here's your quick reference for what the documents mentioned look like.

## Walker Check-In Form

These summary sheets are filled out for **all walkers**. They should be filled out even if someone is not fundraising (they would fill out the bottom of the form).

These forms are filled in to ensure walkers' fundraising efforts are included in the tally for total raised on walk day announcements, as well as receive their appropriate recognition (hat & pin if they're raised \$1,000+). *Walkers who have registered online or have brought in a pledge form **do not** need to fill out the bottom of this check-in form as they would have already completed a waiver when registering online or filling out a pledge form.*

The Walker Check-In Form includes fields for Walker Name, Team Name, and Step 1: What type of walker is the individual? (A. Money to hand in with envelope, B. Online only, C. Walker Only). Step 2: IF A. (money to hand in) or B. (online only) fill in fields below. It includes a table for Cheques (\$), Cash (\$), Credit Card (\$), and Online (\$), along with a TOTAL field. Below the table are sections for NEAT STUFF (hat & pin), a disclaimer, and a waiver section where the walker agrees to participate and accept the terms of the event. Fields for First Name, Last Name, Telephone, Email, Address, City, Province, Postal Code, and Signature of Participant are also present.

## Credit Card Donation Sheet

A credit card donation sheet needs to be completed in full. This donation does not need to be noted on the walker's pledge form. Simple note the donation amount on the Walker Check-In Form/Envelope (under Credit Card) and place the credit card donation sheet(s) along applicable paperwork in the walker's envelope.

The Credit Card Donation Sheet is titled 'PARKINSON SUPERWALK Donations to Walkers by Credit Card'. It includes fields for Walker Name, Team Name, Donor First Name, Donor Last Name, Donor Address, City, Province, Postal Code, Donor Telephone, Donor Email, Card Type (Visa/MasterCard), Credit Card Number, Expiry Date, Name on Card, and Signature.

## Team Envelope (Cover Sheet)

You will see these sheets taped to the front of large yellow envelopes. These are the team envelopes. When a walker arrives, you will fill out a Walker Check-In Form/Envelope. These then get placed into the Team Envelope. On the front of the Team Envelope, you will then write the first and last name of the walker along with their cumulative total amount raised.

The Team Envelope (Cover Sheet) includes fields for LOCATION, TEAM NAME, and TEAM CAPTAIN NAME. It features a table for recording walker information:

First Name	Last Name	Individual Amt Raised
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
Team Grand Total:		

At the bottom, there is a note: "Every team member that checks in at Parkinson SuperWalk, including those who only raised funds online, should have their summary envelopes placed inside this envelope."