

## Step-by-Step Instructions for SuperWalk Express

### Step 1: Greet the Walker

- Say, “Hi! Welcome to Parkinson SuperWalk. Thank you for being here today.” Keep it simple and friendly.

### Step 2: Provide Walker with the Walker Check-In Form

- Give each walker, even if they are not fundraising, a yellow envelope. The envelope has everything you’ll need attached to the front or tucked inside:
  - **Walker Check-In Form:** This is the main document you’ll be working with. It’s taped to the front of the envelope and needs to be filled out by every walker, even if they haven’t collected donations (in particular the liability waiver at the bottom).
  - **Pledge Form:** For recording any cash or cheque donations the walker has collected and is submitting on walk day. Make sure the total matches the amount they’re submitting. All the donor names and addresses must be completed on the pledge form in order for tax receipts to be issued.
  - **Credit Card Donation Form:** Used if the walker wants to make a donation via credit card. Double-check that this form is fully completed.

### Step 3: Reference the Online Donation Summary Report

- If the walker has raised money online, check their total against the online donation summary report. Write down the online total on the Walker Check-In Form. If the walker mentions a different amount than what’s on the report, trust what they say and note it on the form.

### Step 4: Distribute the Hat and Pin

- If the walker has raised over \$1,000, they get a SuperStar hat and pin:
  - **Blue Hat:** For raising \$1,000 - \$2,499.
  - **Red Hat:** For raising \$2,500 or more.
  - Give them the correct hat and pin based on their fundraising total.

### Step 5: Review the Forms

- Once the walker has filled out the forms, go over them quickly to ensure everything is filled out. If anything is missing, ask the walker to fill it in.
- The Walker should initial the form to confirm everything is accurate.

#### **Step 7: Finalize the Check-In**

- Thank the walker by saying, "Thank you for being here today. You're all set!"

#### **Step 8: Seal the Walker Envelope and Place in the Completed Pile**

- After the walker leaves, place their envelope in the pile for completed check-ins. This helps keep everything organized.