



PARKINSON
SUPERWALK®

SuperWalk Express Training

 Parkinson Society
British Columbia

Agenda

The following is an outline of the presentation. We ask that you please retain your questions until our “question breaks” to ensure a smoother training.

PART 1: Introducing SuperWalk Express

- Explaining the goal of SuperWalk Express
- What to expect in the SuperWalk Express Box
- Volunteer duties

Agenda

PART 2: CHECK-IN

- The documents you'll be working with
- The types of walkers you'll encounter
 - Has money to hand in on walk day (and may have fundraised online)
 - Has only fundraised online (no additional money to submit)
 - Has not collected any donations (walking in support of someone)



SuperWalk Express

WHY?

- We created SuperWalk Express to ensure the continuity of Parkinson SuperWalk in locations where finding a lead organizer has been challenging.

WHAT?

- SuperWalk Express is a streamlined approach to the in-person SuperWalk experience without taking away the community presence & interaction.

WHO?

- PSBC will manage all the logistics of your walk from rentals to city permits to promoting the event.
- You as volunteers will represent the Society at your walk location.



SuperWalk Express Box

The head volunteer will receive a SuperWalk Express Box with all the materials needed for walk day.

What is included in this box?

- Individual walker envelopes (with the Walker Check-in Form taped to the front, containing a Pledge Form and Credit Card Form)
- Pens
- SuperStar Hats (blue & red) and pins
- Necessary documents (i.e. walk routes, permits, insurance, etc.)
- Promotional material (i.e. temporary tattoos, flags, signage, etc.)





Head Volunteer Responsibilities

- Receiving the SuperWalk Express Box
- Making speeches to start the walk (template will be provided)
- Requesting a receipt from the rental company & including it with the remaining material in the SuperWalk Express Box
- Returning the SuperWalk Express Box and all remaining material (within 2 days to the PSBC office) via FedEx.



Volunteer Responsibilities

- Receiving, setting up, and taking down event rentals on walk day
- Checking-in participants on walk day by providing them with the check-in package (a yellow envelope with the Walker Check-in Form taped to the front, containing a pledge form and credit card form)
- Ensuring the participant fills out the applicable paperwork
- Handling cash, cheques, and/or credit card forms
- Providing top fundraisers (\$1,000+) with a hat and pin based on their fundraising total
- Distributing promotional material (i.e. tattoos, bandanas, flags, etc.)
- Thanking participants for joining the walk



REGISTRATION/CHECK-IN PROCESS

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REGISTRATION/CHECK-IN DOCUMENTS



THIS IS YOUR MASTER DOCUMENT

**WALKER CHECK-IN FORM
(will be taped to the front of a yellow envelope)**



PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: _____ Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in with pledge form **B. Online only** raised money online only with no funds to hand in **C. Walker Only** No fundraising in advance or to hand in

STEP 2: IF A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)	_____	<p><i>Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).</i></p> <p><i>Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.</i></p> <p style="text-align: center;">Walker initials Reg volunteer initials</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 60px; height: 20px;"></div> <div style="border: 1px solid black; width: 60px; height: 20px;"></div> </div>
Cash (\$)	_____	
Credit Card (\$)	_____	
Online (\$)	_____	
TOTAL	_____	

NEXT STEPS:

- *Is the walker handing in money? If yes, attach this form to the front of an envelope and seal the money and completed pledge form(s) inside. This would include any credit card forms, if applicable.*
- *Is the walker a part of a team? If yes, write their name and total on the front of the sheet affixed to the team envelope, and place this form or form attached to envelope (containing money) inside the team envelope. Team envelopes should only be sealed after all team members have arrived.*
- *This walker has now completed check-in!*

IF C. (walker only) complete the waiver below. This does not need to be completed by walkers who registered online or if they are submitting money (A or B type walkers) as they have already completed waivers digitally or on the paper pledge form. If the walker is participating with youth, their names can be provided in full on the back of this form rather than filling out another waiver.

I agree that I am participating in Parkinson SuperWalk (PSW) voluntarily and do so at my own risk. I hereby fully release Parkinson Society British Columbia (PSBC), Parkinson Canada (PC), the corporate sponsors of PSW, and any other parties connected in any way with PSW, as well as their respective officers, directors, agents, employees, staff and volunteers, from all claims or lawsuits for any injuries, death, property damage or theft, losses, or any other liability of any kind, arising directly or indirectly out of my participation in PSW or any of the activities associated therewith. I consent to being provided with emergency treatment in the event of my illness or injury during my participation in PSW, and agree to not hold PSBC and PC responsible for any costs associated with such treatment. I consent to the publication and/or other use of my name, voice, photograph or other likeness without further notice or compensation in any publicity or advertisement carried out by PSBC in any manner whatsoever, including print, broadcast, or the Internet. By signing below, I confirm that I have carefully read this Waiver and fully understand and agree to its contents.

First Name: _____ Last Name: _____

Telephone: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Signature of Participant _____ Signature of Guardian (Under 18 years) _____

Pledge Form
 (This is where the walker records donor information so that their donors will receive tax receipts)



Vancouver 2023

PARKINSON SUPERWALK®

PLEDGE FORM

Register online at

parkinson.bc.ca/superwalk

PARKINSON SUPERWALK

For over 30 years, Parkinson SuperWalk has acted as the largest annual fundraising event for Parkinson Society British Columbia and Parkinson Canada.

Taking place in September every year, Parkinson SuperWalk brings together participants across the country in celebration of the achievements of the Parkinson's community. With supporters like you, more than \$44 million dollars has been raised since 1990. These funds help provide programs, services, education, advocacy, and research contributions to empower the 17,500 British Columbians, and their loved ones, affected by Parkinson's disease.

Thank you for supporting our vision: *Living well with Parkinson's disease today and hope for a Parkinson's-free tomorrow.*

YOUR INFORMATION: PARTICIPANT NAME: _____ WALK LOCATION: _____ TEAM NAME: _____

MY DONORS
 Enter your donor information in the table below. Please print legibly and in full so tax receipts can be issued appropriately. **Please make all cheques payable to Parkinson Society British Columbia.**

FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE
FULL NAME	ADDRESS (REQ-NEED)	CITY	PROV	POSTAL CODE	DONATION \$
	TELEPHONE	EMAIL (OPTIONAL)		<input type="checkbox"/> CASH	<input type="checkbox"/> CHEQUE

DONATIONS: Please print clearly, complete all fields, and do not include donations made online. Tax receipts will be issued for donations \$20 and over, and will be mailed by February 28th of the following year. Tax receipts cannot be issued if information is incomplete.

Return or mail your pledge forms to:
 Parkinson Society British Columbia
 Attn: Parkinson SuperWalk
 1021 West Hastings Street, 9th Floor, Vancouver, BC V6E 0C3

SHEET # ____ **of** ____ **TOTAL COLLECTED THIS SHEET** \$ _____

Out of space? Copy this sheet if you need more space or download one at parkinson.bc.ca/superwalk. **TOTAL OF ALL SHEETS** \$ _____

™ PARKINSON CANADA SUPERWALK is a trademark owned by Parkinson Canada. Parkinson SuperWalk in BC is being operated by Parkinson Society British Columbia under license of Parkinson Canada. Charitable Registration No. 18860 1240 690001

SWPF24WD

CREDIT CARD DONATION FORM



Donations to Walkers by Credit Card

Credit card forms collected at the walk do not have to be added to a pledge form. Please note that as these credit cards will not be processed on site, tax receipts will be issued at a later date — generally in November/December of the current year as per tax rules and regulations.

Walker Name: _____ Walk Location: _____

Team Name: _____ Team Captain: _____

Donor First Name: _____ Donor Last Name: _____

Donor Address: _____

City: _____ Province: _____ Postal Code: _____

Donor Telephone: _____ Donor Email: _____

Card Type: **Visa** **MasterCard** Donation Amount: _____

Credit Card Number: _____ Expiry Date: _____

Name on Card: _____ Signature: _____

HOW TO REGISTER/CHECK-IN A WALKER



Hello! Welcome to
Parkinson SuperWalk
and thank you for
joining us!

Greet walkers with a **smile and thank them
for coming to Parkinson SuperWalk!**

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SUPERWALK®



For this walk, we have put together a check-in package for you to complete. You will need to follow the instructions on the Walker Check-in Form. If you wish to submit money today, you will find inside your envelope a pledge form and a credit card form. Any money you are submitting today will need to be placed inside the envelope.

If you require any assistance, please do not hesitate to ask me. If you do not require assistance, please let me know once you have filled out documents so that I can review them and complete your check-in.

You will then explain how the check-in works and what will need to be completed.

**PARKINSON
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**IF ASSISTANCE IS
REQUIRED, THIS IS HOW
YOU WOULD FILL OUT
THE DOCUMENTS**

There are three scenarios you may encounter when checking in a walker

PARKINSON
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WALKER CHECK-IN FORM

Walker Name:

Team Name:

STEP 1: What type of walker is the individual?

A. Money to hand in
with pledge form

B. Online only
*raised money online only
with no funds to hand in*

C. Walker Only
*No fundraising in advance
or to hand in*

WALKER TYPE A & B

If the walker
has collected donations...

(online, cash, cheques, and/or credit card)



REMEMBER: THIS IS YOUR MASTER DOCUMENT

**WALKER CHECK-IN FORM
(will be taped to the front of a
yellow envelope)**



PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: _____ Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in
with pledge form
 B. Online only
raised money online only
with no funds to hand in
 C. Walker Only
No fundraising in advance
or to hand in

STEP 2: IF A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)		Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).
Cash (\$)		
Credit Card (\$)		Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.
Online (\$)		
TOTAL		

Walker initials

Reg volunteer initials

NEXT STEPS:

- Is the walker handing in money? If yes, attach this form to the front of an envelope and seal the money and completed pledge form(s) inside. This would include any credit card forms, if applicable.
- Is the walker a part of a team? If yes, write their name and total on the front of the sheet affixed to the team envelope, and place this form or form attached to envelope (containing money) inside the team envelope. Team envelopes should only be sealed after all team members have arrived.
- This walker has now completed check-in!

IF C. (walker only) complete the waiver below. This does not need to be completed by walkers who registered online or if they are submitting money (A or B type walkers) as they have already completed waivers digitally or on the paper pledge form. If the walker is participating with youth, their names can be provided in full on the back of this form rather than filling out another waiver.

I agree that I am participating in Parkinson SuperWalk (PSW) voluntarily and do so at my own risk. I hereby fully release Parkinson Society British Columbia (PSBC), Parkinson Canada (PC), the corporate sponsors of PSW, and any other parties connected in any way with PSW, as well as their respective officers, directors, agents, employees, staff and volunteers, from all claims or lawsuits for any injuries, death, property damage or theft, losses, or any other liability of any kind, arising directly or indirectly out of my participation in PSW or any of the activities associated therewith. I consent to being provided with emergency treatment in the event of my illness or injury during my participation in PSW, and agree to not hold PSBC and PC responsible for any costs associated with such treatment. I consent to the publication and/or other use of my name, voice, photograph or other likeness without further notice or compensation in any publicity or advertisement carried out by PSBC in any manner whatsoever, including print, broadcast, or the Internet. By signing below, I confirm that I have carefully read this Waiver and fully understand and agree to its contents.

First Name: _____ Last Name: _____

Telephone: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Signature of Participant _____ Signature of Guardian (Under 18 years) _____

Using the Walker Check-In Form for those who have fundraised

- This check-in form summarizes the donations that are recorded on the participant's Pledge Form, as well as any online donations (if applicable).
- It is taped to the front of an envelope where any cash, cheques, and/or credit card forms can be inserted.
- Fill out the Walker Name and Team Name, if applicable.
- In Step 1, select box A or B.

PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: **Domenica Kozy** Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in with pledge form **B. Online only** raised money online only with no funds to hand in **C. Walker Only** No fundraising in advance or to hand in

STEP 2: IF A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)			<small>Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+)</small> Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.
Cash (\$)			
Credit Card (\$)			
Online (\$)			
TOTAL			

Walker initials: _____ Reg volunteer initials: _____

NEXT STEPS:

- **Is the walker handing in money?** If yes, attach this form to the front of an envelope and seal the money and completed pledge form(s) inside. This would include any credit card forms, if applicable.
- **Is the walker a part of a team?** If yes, write their name and total on the front of the sheet affixed to the team envelope and place this form or form attached to envelope (containing money) inside the team envelope. Team envelopes should only be sealed after all team members have arrived.
- This walker has now completed check-in!

IF C. (walker only) complete the waiver below. This does not need to be completed by walkers who registered online or if they are submitting money (A or B type walkers) as they have already completed waivers digitally or on the paper pledge form. If the walker is participating with youth, their names can be provided in full on the back of this form rather than filling out another waiver.

I agree that I am participating in Parkinson SuperWalk (PSW) voluntarily and do so at my own risk. I hereby fully release Parkinson Society British Columbia (PSBC), Parkinson Canada (PC), the corporate sponsors of PSW, and any other parties connected in any way with PSW, as well as their respective officers, directors, agents, employees, staff and volunteers, from all claims or lawsuits for any injuries, death, property damage or theft, losses, or any other liability of any kind, arising directly or indirectly out of my participation in PSW or any of the activities associated therewith. I consent to being provided with emergency treatment in the event of my illness or injury during my participation in PSW, and agree to not hold PSBC and PC responsible for any costs associated with such treatment. I consent to the publication and/or other use of my name, voice, photograph or other likeness without further notice or compensation in any publicity or advertisement carried out by PSBC, in any manner whatsoever, including print, broadcast, or the internet. By signing below, I confirm that I have carefully read this Waiver and fully understand and agree to its contents.

First Name: _____ Last Name: _____
 Telephone: _____ Email: _____
 Address: _____
 City: _____ Province: _____ Postal Code: _____

Signature of Participant _____ Signature of Guardian (Under 18 years) _____

Recording cash and cheques on the Walker Check-In Form

- Cash and cheque donations recorded on the Pledge Form must be totaled and written in the applicable fields in Step 2 on the Walker Check-In Form.

PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: **Domenica Kozy** Team Name:

STEP 1: What type of walker is the individual?

- A. Money to hand in** with pledge form
 B. Online only raised money online only with no funds to hand in
 C. Walker Only No fundraising in advance or to hand in

STEP 2: I.E.A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)	\$500
Cash (\$)	
Credit Card (\$)	
Online (\$)	\$500
TOTAL	\$1000

Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).

Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.

Walker initials **DK** Reg volunteer initials **AW**

YOUR INFORMATION:		PARTICIPANT NAME	WALK LOCATION	TEAM NAME
		Domenica	Kozy	
MY PERSONAL PLEDGE				
Enter your personal pledge to Parkinson SuperWalk here.				
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE
Alicia Wrobel	890 W Pender Street	Vancouver	BC	V6C 1J9
	TELEPHONE	EMAIL (OPTIONAL)		PLEDGE \$
	604-662-3240			500
				<input type="checkbox"/> CASH
				<input checked="" type="checkbox"/> CHEQUE
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE
	TELEPHONE	EMAIL (OPTIONAL)		PLEDGE \$
				<input type="checkbox"/> CASH
				<input type="checkbox"/> CHEQUE
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE
	TELEPHONE	EMAIL (OPTIONAL)		PLEDGE \$
				<input type="checkbox"/> CASH
				<input type="checkbox"/> CHEQUE
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE
	TELEPHONE	EMAIL (OPTIONAL)		PLEDGE \$
				<input type="checkbox"/> CASH
				<input type="checkbox"/> CHEQUE
NAME	ADDRESS (REQUIRED)	CITY	PROV.	POSTAL CODE
	TELEPHONE	EMAIL (OPTIONAL)		PLEDGE \$
				<input type="checkbox"/> CASH
				<input type="checkbox"/> CHEQUE

Recording credit card donations on the Walker Check-In Form

- Credit card donations submitted on walk day must be totaled and written in the applicable field in Step 2.

PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: Domenica Kozy Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in with pledge form **B. Online only** raised money online only with no funds to hand in **C. Walker Only** No fundraising in advance or to hand in

STEP 2: IE A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)		<p><i>Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).</i></p> <p><i>Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.</i></p> <p>Walker initials: <input type="text"/> Reg volunteer initials: <input type="text"/></p>
Cash (\$)		
Credit Card (\$)	\$500	
Online (\$)	\$500	
TOTAL	\$1000	

PARKINSON SUPERWALK

Donations to Walkers by Credit Card

Credit card forms collected at the walk do not have to be added to a pledge form. Please note that as these credit cards will not be processed on site, tax receipts will be issued at a later date — generally in November/December of the current year as per tax rules and regulations.

Walker Name: Domenica Kozy Walk Location: Vancouver

Team Name: _____ Team Captain: _____

Donor First Name: Alicia Donor Last Name: Wrobel

Donor Address: 890 W Pender Street

City: Vancouver Province: BC Postal Code: V6C 1J9

Donor Telephone: 604-662-3240 Donor Email: awrobel@parkinson.bc.ca

Card Type: **Visa** **MasterCard** Donation Amount: _____

Credit Card Number: XXXX XXXX XXXX XXXX Expiry Date: XX/XX

Name on Card: Alicia Wrobel Signature: _____

Finalizing the Walker Check-In Form

1. Total the donations in Step 2's table.
2. If the walker has raised over \$1,000, you will need to provide them with a hat and pin. **Blue** for \$1,000-\$2,499 and **Red** for \$2,500+. *A reminder on this is written under Step 2.*
3. Initial the Walker Check-In Form in the appropriate fields.

PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: **Domenica Kozy** Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in with pledge form
 B. Online only raised money online only with no funds to hand in
 C. Walker Only No fundraising in advance or to hand in

STEP 2: IEA. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)	\$500
Cash (\$)	
Credit Card (\$)	
Online (\$)	\$500
TOTAL	\$1000

Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).

Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.

Walker initials: **DK** Reg volunteer initials: **AW**

Finalizing the Walker Check-In Form – **COMPLETING WAIVERS**

Waivers are important for the health and safety at our event. The completion of one is **MANDATORY** (online, via Pledge Form, or on the Walker Check-In Form).

- **Who needs to complete the waiver at the bottom of the check-in form?**
 - ***Credit card only participants on walk day*** (If the walker is only making a credit card donation on event day, and has not collected donations online, they will need to complete the waiver at the bottom of the Walker Check-In Form.)
- **Who doesn't need to complete the waiver at the bottom of the check-in form?**
 - ***Participants who registered online***. If the walker registered online, they already have completed one.
 - ***A walker with a Pledge Form***. If the walker is handing in donations on event day and they have a Pledge Form, confirm they've signed the waiver on the Pledge Form.

If in doubt, have them sign the waiver at the bottom of the Walker Check-In Form.

**Now that the Walker
Check-In Form is
complete...**

**Seal the envelope and
place it aside in a pile.**



QUESTIONS?

WALKER TYPE C

**If the walker
has not collected donations...**

(walking in support of friend/family member with no donations to hand in)



REMEMBER: THIS IS YOUR MASTER DOCUMENT

WALKER CHECK-IN FORM
(will be taped to the front of a
yellow envelope)



**PARKINSON
SUPERWALK WALKER CHECK-IN FORM**

Walker Name: _____ Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in
with pledge form

B. Online only
raised money online only
with no funds to hand in

C. Walker Only
No fundraising in advance
or to hand in

STEP 2: IE A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)		<p><i>Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).</i></p> <p><i>Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.</i></p>
Cash (\$)		
Credit Card (\$)		
Online (\$)		
TOTAL		

Walker initials: _____ Reg volunteer initials: _____

NEXT STEPS:

- *Is the walker handing in money? If yes, attach this form to the front of an envelope and seal the money and completed pledge form(s) inside. This would include any credit card forms, if applicable.*
- *Is the walker a part of a team? If yes, write their name and total on the front of the sheet affixed to the team envelope, and place this form or form attached to envelope (containing money) inside the team envelope. Team envelopes should only be sealed after all team members have arrived.*
- *This walker has now completed check-in!*

IF C. (walker only) complete the waiver below. This does not need to be completed by walkers who registered online or if they are submitting money (A or B type walkers) as they have already completed waivers digitally or on the paper pledge form. If the walker is participating with youth, their names can be provided in full on the back of this form rather than filling out another waiver.

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First Name: _____ Last Name: _____

Telephone: _____ Email: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Signature of Participant _____ Signature of Guardian (Under 18 years) _____

Using the Walker Check-In Form for walkers who have not collected any donations

PARKINSON SUPERWALK WALKER CHECK-IN FORM

Walker Name: **Domenica Kozy** Team Name: _____

STEP 1: What type of walker is the individual?

A. Money to hand in
with pledge form

B. Online only
raised money online only
with no funds to hand in

C. Walker Only
No fundraising in advance
or to hand in

STEP 2: IE A. (money to hand in) or B. (online only) fill in fields below.

Cheques (\$)		
Cash (\$)		
Credit Card (\$)		
Online (\$)		
TOTAL		

Is the total \$1,000+? If yes, provide them with a pin & hat (blue for \$1,000-\$2,499; red for \$2,500+).

Is the walker handing in money? If yes, the walker should verify the money on their pledge form matches what is being submitted & initial below.

Walker initials: _____ Reg volunteer initials: _____

NEXT STEPS:

- Is the walker handing in money? If yes, attach this form to the front of an envelope and seal the money and completed pledge form(s) inside. This would include any credit card forms, if applicable.
- Is the walker a part of a team? If yes, write their name and total on the front of the sheet affixed to the team envelope, and place this form or form attached to envelope (containing money) inside the team envelope. Team envelopes should only be sealed after all team members have arrived.
- This walker has now completed check-in!

IF C. (walker only) complete the waiver below. This does not need to be completed by walkers who registered online or if they are submitting money (A or B type walkers) as they have already completed waivers digitally or on the paper pledge form. If the walker is participating with youth, their names can be provided in full on the back of this form rather than filling out another waiver.

I agree that I am participating in Parkinson SuperWalk (PSW) voluntarily and do so at my own risk. I hereby fully release Parkinson Society British Columbia (PSBC), Parkinson Canada (PC), the corporate sponsors of PSW, and any other parties connected in any way with PSW, as well as their respective officers, directors, agents, employees, staff and volunteers, from all claims or lawsuits for any injuries, death, property damage or theft, losses, or any other liability of any kind, arising directly or indirectly out of my participation in PSW or any of the activities associated therewith. I consent to being provided with emergency treatment in the event of my illness or injury during my participation in PSW, and agree to not hold PSBC and PC responsible for any costs associated with such treatment. I consent to the publication and/or other use of my name, voice, photograph or other likeness without further notice or compensation in any publicity or advertisement carried out by PSBC, in any manner whatsoever, including print, broadcast, or the Internet. By signing below, I confirm that I have carefully read this Waiver and fully understand and agree to its contents.

First Name: **Domenica** Last Name: **Kozy**
 Telephone: **604-662-3240** Email: **Domenica@gmail.com**
 Address: **111 Hello St**
 City: **Vancouver** Province: **BC** Postal Code: **V6T 2F6**
Domenica Kozy
 Signature of Participant _____ Signature of Guardian (Under 18 years) _____

- Fill out the Walker Name and Team Name if applicable.
- In Step 1, check box C (Walker Only).
- Walker must complete the waiver at the bottom of the Walker Check-In Form.
- If individuals checking in **live in the same household** and are ONLY walking (have not collected donations), they can fill out one waiver and add the additional names at the bottom of the page.
- If the individuals are from separate households, they must fill out a separate Walker Check-In Form.

**Now that the Walker
Check-In Form is
complete...**

Place it aside in a pile.

What happens after registration / check-in?

- The head volunteer will be responsible for announcing the start of the walk
- While participants are walking, volunteers will pack the envelopes and all remaining promotional material and signage into the original SuperWalk Express Box
- Volunteers will be required to assist with take down and wait for the rental company to collect all rental items

What happens after the walk is finished?

- The head volunteer will be responsible for returning the SuperWalk Express Box (within 2 days to the PSBC office) via FedEx.
 - Keep the shipping receipt for reimbursement and send it via email to events@parkinson.bc.ca
- OR
- Via Mail to:
 - Parkinson Society BC
ATTN: SuperWalk
1021 W Hasting St, 9th floor
Vancouver, BC V6E 0C3



Additional Notes

- **Expenses:** Please do not pay walk expenses out of the walk day funds. Keep your shipping receipt and send a copy to PSBC via email to events@parkinson.bc.ca or via mail to PSBC to the address below so that you may be reimbursed.

Parkinson Society BC
ATTN: SuperWalk
1021 W Hasting St, 9th floor
Vancouver, BC V6E 0C3

- **Top Teams and SuperStar announcements:** Provincial Team totals and SuperStars will be recognized on the PSBC website in early November.
- **Prizes and Incentives:** In order to qualify for incentive prizes, participants are required to submit their Parkinson SuperWalk donation(s) by September 30, 2024. Donations will still be accepted after this date, but they will not tally toward incentive prize totals. Qualifying participants will receive incentive prizes on or before December 31, 2024.



Additional Notes

- **T-shirts:** T-Shirts were available by pre-order and will not be available for purchase on walk day. If the walker has pre-purchased t-shirts, please direct them to the designated pick-up area at your walk location.
- **Tax Receipts:** **Online donations** – If a donation is made online, the donor will receive a tax receipt immediately by email. If this tax receipt is not received, please contact PSBC at events@parkinson.bc.ca or call 604-662-3240 ext. 274 or 1-800-668-3330 ext. 274. **Cash/Cheque donations** – For donations of \$20 or more, the tax receipt will be mailed by Canada Post to the donor at the address provided on the Pledge Form. Receipts for Pledge Form donations are usually mailed no later than December 31, 2024.
- **Important:** Parkinson Society BC cannot issue a CRA compliant tax receipt without complete donor details including name, address, and amount of the donation. Please make sure that participants know it is their responsibility to communicate this information via their Pledge Form on walk day, or by contacting Parkinson Society BC.



Thank You!

We look forward to seeing you at SuperWalk on the weekend of
SATURDAY, SEPTEMBER 7 AND SUNDAY, SEPTEMBER 8, 2024

Thank you for joining our team!

If you have any questions or feedback, please contact us at:

Domenica Kozy

dkozy@parkinson.bc.ca

604-662-3240 ext 274