

SUPERWALK EXPRESS

Introducing SuperWalk Express: A Simplified Solution for Community Support!

To ensure the continuity of Parkinson SuperWalk in locations where finding a lead organizer has been challenging, we've created SuperWalk Express. This streamlined approach requires just three volunteers and minimal coordination.

Parkinson Society BC (PSBC) will manage all logistics, including obtaining necessary permits and insurance, arranging event rentals and deliveries, promoting the event, providing signage, and shipping all essential materials.

We will send a "SuperWalk Express Box" to the agreed-upon volunteer. This box will contain everything needed for a smooth check-in/registration process, along with promotional materials and documents to guide you through the event.

What is included in the SuperWalk Express Box?

- Individual walker envelopes (with Walker Check-In Form taped to the front and containing pledge form and credit card form)
- Pens
- Roll of tape
- Red & blue SuperStar hats
- SuperStar Pins
- I'm walking for labels
- Temporary tattoos
- Flags
- Signage
- Walk route maps
- In an envelope labelled "Head Volunteer" you will find:
 - Copy of insurance
 - Copy of permit
 - Copy of event rental order
 - Welcome speech template

Duties of the Volunteers

There will be three volunteers, one will be identified as the head volunteer.

The responsibilities of each volunteer will include:

- Attending required online training
- Receiving, setting up, and taking down event rentals on walk day
- Checking in participants on walk day by providing them with a check-in form adhered to an envelope and ensuring they fill out the applicable paperwork
- Handling cash, cheques, and/or credit card slips
- Providing top fundraisers (\$1,000+) with a hat and pin based on their fundraising level
- Displaying and distributing promotional material such as tattoos, bandanas, I'm walking for labels, etc.
- Thanking participants for joining the walk

The head volunteer will also be responsible for:

- Receiving the SuperWalk Express Box.
- Making a speech to start the walk. Welcome speech template will be provided in the SuperWalk Express Box in an envelope labelled "Head Volunteer".
- Requesting the receipt from the rental company and including it in the returned SuperWalk Express Box materials.
- Returning the SuperWalk Express Box and all remaining materials within 2 days to Parkinson Society BC's office via FedEx. ***Please note our change in the address below.***

Parkinson Society BC

ATTN: SuperWalk

1021 W Hasting St, 9th floor

Vancouver, BC V6E 0C3

- Notifying the PSBC team at events@parkinson.bc.ca with:
 - FedEx tracking number
 - Copy of the FedEx receipt
 - Your banking information for expense reimbursement (First Name, Last Name, Address, Email, Phone Number, Institution Number, Transit Number, and Account Number – alternatively, you can attach a void cheque)