



Walk For What Matters Agency Team Coordinator Instructions

- Contact the Walk For What Matters Headquarters and indicate how many walkers you anticipate and how many walker numbers and T-shirts you will need.
- Distribute Agency Walker Sponsor Forms to volunteers, staff and clients and encourage them to solicit sponsors for their walk.
- Before distributing Agency Walker Sponsor Forms, please indicate on each the full name, address and phone number of your agency (a preprinted label is ideal for this purpose).
- Indicate to all walkers that all sponsor checks should be made payable to your organization.
- Encourage walkers to turn in their Walker Sponsor Forms and monies 2 weeks prior to The Walk, so that you can easily distribute walker numbers and T-shirts.
- On Walk Day, have walkers meet in a pre-designated location on the grounds of White Plains High School so that you can walk together as a group. (Look for your organization's sign.)
- On Walk Day, either you or someone you designate should process any "late" walker registrations at the registration tent before the walk begins.
- Please complete the Team/Agency Summary Form and fax to Walk For What Matters Headquarters no later than 2 weeks after Walk Day (fax: 914-949-6438), indicating the:
 - Total amount of money received
 - Total number of walkers
- After the Walk For What Matters Day, as necessary, continue to collect any remaining unpaid walker sponsor dollars from walkers, and report these additional dollars to Walk For What Matters headquarters.

Walk For What Matters Headquarters:

336 Central Park Avenue
White Plains • NY • 10606
914.997.6700, ext. 701
www.uwwp.org