

# Team Captain Packet



## Chatham Hunger Walk

**Serving Chatham County for 25+ Years**

**First Sunday in November**

**Pittsboro Elementary School**

**Registration 1:30 p.m. Walk Begins 2:30 p.m.**

Team Name

Team Captain's Name

Team Captain's Phone

Team Captain's Email

### BEFORE THE HUNGER WALK

- **List your own name**, email, and phone number in the lower right section of each Walker Form you are turning in to CORA.
- **Give a Walker Registration Form and Instructions** (2 pages or printed envelope) to each participant in your group after recording the walker's name, address, phone number and email on the Team Captain Registration Form. Walkers may use more than one Walker Registration Form as needed.
- **Ask walkers to print** all sponsor information legibly. Ask walkers to collect donations in full prior to the walk.
- **Remind all walkers** to bring their Forms and donations to you prior to the walk.



### ONE WEEK PRIOR TO THE WALK

- **Thank all walkers** and remind them to deliver all contributions and forms to you if not already received.
- **List the donations** from each walker in your group on the Team Captain Form and record the total donations from all walkers combined.
- **Verify that all group members** have turned in the correct amount of donations with their Registration Form(s).
- **Keep all collected Registration Forms together**, along with all cash and checks, in a safe place until the Hunger Walk. We suggest keeping all materials in this 9"x12" envelope. Deliver this completed packet to Registration on Walk Day.

### DAY OF HUNGER WALK

- **Organize walkers** at Walk site.
- **Pick up T-shirts** for walkers at Walk site.
- **Turn in** all walker forms and donations, including any collected late from walkers.

