



TEAM CAPTAIN GUIDE

WEBSITE

THE WALK HAS BEEN RE SCHEDULED ON SUNDAY SEPTEMBER 24, 2017

Create your team online and remember to note your password. (You may upload a photo of your team)

- Please note that your name as Team Leader will be the primary reference (not the name of the team) indicated on all the forms to be completed and also for all communication purposes.
- Your goal is to raise \$1,000 or more; you may modify your goal.
- Members of your team can register themselves or you can register them by entering their names, addresses, email addresses and phone numbers.
- You and your members can now upload a photo for your profile
- Use the 2017 Walk poster to promote your team and share the link to the Walk on your Facebook page.
- Reports, lists of donations and member lists can be printed.
- Each member of your team can register their donations.

COLLECTION OF FUNDS

- You are responsible for the collection of donations (cash, cheques and credit cards) and to ensure that each donation is recorded on the appropriate forms. There is no need to record donations made online on the forms, as they will automatically be added to your totals (this may take up to 48 hours).
- It is important that the amounts remitted are properly accounted for and are included with completed forms
- Note donations you have collected may be brought at the Palliative care residence:
 - From Tuesday through Friday, between 9am and 4 pm, at Vaudreuil-Soulanges Palliative Care Residence, 90 Como Gardens, Hudson. To the attention of Marie Bilas
 - You can also remit your donations and forms on the day of the Walk, after registration.
- The three forms to be used are as follows:
 - **List of Members;** Enter the name and contact information of each walker
 - **Donation Form;** Each donation raised should be registered on this form; use one sheet to record each donation for tax receipts
 - **Summary of Donations;** the total donation raised by member must be registered. Do not include donations processed online. Everything must be well accounted for and totals must balance.

INFORMATION :

Marie Bilas at (450) 202-2202, Ext. 126

marchewalk@mspvs.org

marchefmspvs.ca



TEAM MEMBER GUIDE

WEBSITE

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- Join your Team Leader and sign up online at our brand new website at marchefmspvs.ca and upload a profile photo.
- Please note that the name of your Team Leader will be the primary reference (not the name of your team) on all the forms to complete as well as any communication you send.
- Try to raise \$100 to \$150 or more to help reach your team's goal (\$1,000 or more).
- Use the poster available on the Website for the Walk to promote your team.
- You may now share the link on your Facebook page.
- Invite people to donate directly online on your behalf or on behalf of the Team Leader.

COLLECTION OF DONATIONS

- You are responsible for collecting donations in your name (cash, checks and credit cards).
- Please ensure you complete the "Donation Form" available on the Walk website for each of your sponsors who have requested a tax receipt.
- Once you have collected your donations, count and remit the funds to your Team Leader, prior to the day of the Walk or on the date indicated by your Team Leader, if at all possible.
- If you are unable to remit the donations and funds to your Team Leader prior to the Walk, please place the forms and donations in an envelope, indicating your name and the name of the Team Leader, which you will bring with you on the day of the Walk. After registration, bring your forms and donations to the Payment Table in the Chalet, where all will be checked and recorded.
- The Form to use:
 - Donation Form; Each donation raised should be registered on this form; use one sheet to record each donation for tax receipts

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INDIVIDUAL WALKER'S GUIDE

WEBSITE

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- Visit our brand new website at marchefmspvs.ca
- Register as an "Individual Walker" and enter the required information
- You may upload a profile photo
- You may now share the link and promote your participation on your Facebook page.
- Use the poster available on the website for the Walk to promote the event.
- Your goal is to raise \$200 or more; you may modify your goal.

COLLECTION OF DONATIONS

- You are responsible for collecting donations (cash, checks and credit cards) and to ensure that each donation is recorded on the Donation Summary Form. There is no need to record donations made online on the form.
- It is important that the amounts remitted are properly accounted for and are included with completed forms.
- Note the following dates for Collection, Pre-Walk:
 - From Tuesday through Friday, between 9am and 4 pm, at Vaudreuil-Soulanges Palliative Care Residence, 90 Como Gardens, Hudson. To the attention of Marie Bilas
 - You may also remit your donation and forms on the day of the Walk, after registration. Bring your forms and donations to the Payment Table in the Chalet, where all will be checked and recorded.
- The two forms to use:
 - **Donation Form**; Each donation raised should be registered on this form; use one sheet to record each donation for tax receipts
 - **Summary of Donations**; the total donation raised by member must be registered under your name as an "Individual Walker". Do not include donations processed online. Everything must be well accounted for and totals must balance.

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