

Team Packet

*The Down Syndrome Association of Acadiana
and the National Down Syndrome Society*

Buddy Walk 2010

Team Challenge

Official Team Captain's Handbook

October 30, 2010

Fun in the Parc

Lafayette, Louisiana



Register or Pledge online at <http://buddywalk.kintera.org/dsaa>

Team Captain's Schedule and Checklist

Thank you so much for becoming a Team Captain – you are poised to make an incredible impact on the lives of children and adults with Down syndrome and their families! We are excited that you and your team will be joining us for the 2010 DSAA Buddy Walk.

Last year, with the money raised, most of which came from the members of 45 teams and close to 2000 walkers, our totals put DSAA's walk *among the top Buddy Walks welcomed to join NDSS online site for registration!* This year, we are again pleased and excited to offer the opportunity for families, friends and co-workers to participate as organized teams. We hope that this will provide another way to recognize those for whom we walk – our children, grandchildren, neighbors and friends with Down syndrome – and their potential.

The Buddy Walk Teams Committee prepared this packet to help you plan for the walk, and hope that it provides everything you need to put together a successful team. Information about team registrations, pledge incentives, collection of pledges and event day is included.

Please do not hesitate to contact me at (985)518-5524 or dawnanslem@yahoo.com if you have any additional questions or need help with the team registration process. If you have not yet done so, you will want to visit <http://buddywalk.kintera.org/dsaa> to register your team, create your own team webpage, set a team goal and see the other teams who are participating.

Thank you again for all you have done and continue to do to make DSAA Buddy Walk a success. Thanks to you, our goals of improving the level of services available to persons with Down syndrome, and increasing the awareness within the community about the potential of our loved ones with Down syndrome are within reach!

Sincerely,
Dawn Anslem
2010 Buddy Walk Team Coordinator

Team Captain's Schedule and Checklist

1. Announce Your Team	NOW!
<input type="checkbox"/> Let friends, family and coworkers know that you are creating a Buddy Walk team. <input type="checkbox"/> Ask your employer about matching programs for donations, and whether it will sponsor employees by paying registration fees. Use the flier template to create paycheck stuffers asking co-workers to walk or pledge a walker (see the last pages of this packet). <input type="checkbox"/> Use the flier template to create school fliers asking students to walk or pledge a walker.	
2. Register your Team	NOW until October 22
<input type="checkbox"/> When you know you have at least 5 people, you have a team! Register your team online at http://buddywalk.kintera.org/dsaa . <input type="checkbox"/> Setup your Buddy Walk Team Page by following the instructions on the website. Place your buddy's picture on your web page! Set a financial goal, and put a customized message on your team page. Email a link so family, friends & associates can sign up to join or support your team! <input type="checkbox"/> Manage your team online by adding team members, recording pledges and updating team members about progress in reaching your team's goal!	
3. Complete Mail-in and On-line Registration Processes	
a. Complete Mail-in Registration	Now until October 22
<input type="checkbox"/> Team members complete the Team Roster and Participant Waiver (included in this packet). <input type="checkbox"/> Team members submit registration fees (see the end of the packet) to you (not DSAA Office). <input type="checkbox"/> You must submit the Team Roster and registration fees so that they are received at the DSAA office no later than October 22 nd . (You may include any pledges or other donations in this mailing—just be sure to clearly indicate what money is for team members' registration fees vs. pledge money. Please do not mail cash!)	
b. Complete On-line Registration Process	Now until October 22
Encourage all team members to register and pay online at http://buddywalk.kintera.org/dsaa	
4. Collect Pledges and Mail to DSAA Office or Bring to the Buddy Walk!	NOW until 12:00 NOON Friday, October 22, 2010
<input type="checkbox"/> Team Members can use the Pledge Form included in this packet. NOTE: Pledge money can be turned in the day of the walk. However, to guarantee receipt of a prize, all of your pledge dollars must be turned in NO LATER THAN 12:00 NOON, FRIDAY, OCTOBER 22, 2010 . All online pledges must be completed by 12:00 NOON on Friday, October 22, 2010. NO EXCEPTIONS!	
Enjoy the Buddy Walk	October 30
<input type="checkbox"/> Team Captains who have additional pledges to turn in should visit the Team Registration Table the day of the walk. <input type="checkbox"/> The walk will begin at 10:00 a.m., and will take place rain or shine! <input type="checkbox"/> Visit www.dsaa.info for additional event day information.	
Call or email with questions	Anytime!
<input type="checkbox"/> DSAA office: buddywalk@dsaa.info or (337) 234-3109. <input type="checkbox"/> Dawn Anslem, Team Coordinator/ Chair: dawnanslem@yahoo.com or (985) 518-5524.	

Tips for Team Captains

START SOON!

- Start early and set a goal! A group of five or more registered participants constitutes a team. Designate one person as your team captain, choose an original team name, and you are on your way to success. Develop a fundraising goal for you and your team, and encourage each team member to set his or her own goal, too. Visit our website at <http://buddywalk.kintera.org/dsaa> to set up your team's own webpage.

RECRUIT TEAM MEMBERS AND RAISE MONEY!

- Be a great example. Start by making your own pledge toward your team's goal.
- Grow your team. Start with people who are close to you, but don't stop there! You never know who is interested until you invite them to join you! Ask family members, friends, neighbors, business associates, and others in the community (your favorite waitress, doctor, mail carrier, therapists, etc.). If a person is unable or unwilling to join the team, ask for a donation. Don't be afraid to talk to business owners about sponsorship – you may be able to find a business to pay for signs or other perks (pre-walk pep rally?) for your hard-working team members!
- Encourage your teammates to spread the word and invite others to join your team or to start one of their own.
- Contact potential teammates in person or by phone, via e-mail or through the mail (handwritten notes are especially powerful!—include a photo of the person with Down syndrome who inspired you to be a part of the Buddy Walk). Explain why the Buddy Walk is important to you, why you are involved and why you would like them to be involved.
- Encourage those you contact to register and/or pledge on-line. Give them the link to your team's webpage, where donors can pledge electronically via their credit or debit cards, simplifying collection. Pledges raised through cash or check should be obtained when the donor makes a commitment to support your efforts, and all pledges should be recorded on a pledge sheet. Pledge money can be turned in the day of the walk. However, to guarantee receipt of a prize, all of your pledge dollars must be turned in **NO LATER THAN 12:00 NOON, FRIDAY, OCTOBER 22, 2010**. All online pledges must be completed by 12:00 NOON on Friday, October 22, 2010. **NO EXCEPTIONS!**
- When you have recruited your team, hold a team meeting to get your members involved and excited. See how successful they have been collecting pledges, and use the information included in this packet to provide ideas for further fundraising and encouragement.
 - Team members should be encouraged to register on-line. Teams that choose not to use the website must have team members sign up via the Team Roster and Participant Waiver form (available later in this packet for those who need it). The waiver needs to be signed by each of your team members. The roster can be turned in on event day, if necessary, but the names, addresses, shirt sizes, and other information collected on that form is needed as soon as possible. Instructions follow the Roster.
- Provide a copy of the Pledge Form to each Team Member, and promote a little healthy competition in your team:
 - Encourage walkers to reach a certain financial goal.

Tips for Team Captains

- Use prize incentives to encourage walkers to raise money. (Solicit your own donations of movie passes, ice cream certificates for your highest fundraiser, most enthusiastic fundraiser, most creative fundraiser, etc.)
- Have your team members suggest team names and vote to determine the favorite.
- Incorporate pictures of your “Buddy” to help raise interest in your team. Add pictures to letters, emails and thank you notes, and make a poster or banner to carry at the event.
- Make sure team members have access to information about Down syndrome, the Buddy Walk, and both DSAA and NDSS that they may reference to answer questions raised by donors. (See attached Facts about Down Syndrome and the Buddy Walk)
- Remind your team members to think about their schools, businesses and religious organizations as places to recruit team members advertise the walk and gather pledges.
- To get a school involved, you may want to approach the Buddy Walk as an educational opportunity (October is National Down Syndrome Awareness Month!). A project might involve a whole school, or just one class, and can include large scale ideas, such as having children bring in \$5 to be able to participate in a “dress down day” or “silly hat day”, or smaller, simpler ideas such as a penny drive or a donut sale. Students can participate in a letter writing assignment, writing to people who live out of state, with prizes awarded to the student who brings in a check from furthest away. A template flier is included that can be customized for use at your school.
- To get businesses involved, team members can ask their employers about matching gift programs, (sometimes those making pledges can also acquire matching gifts). Employees can also challenge each other by division (treat the winners to bagels and coffee), can advertise through paycheck stuffers (see template at the end of this packet), or place posters, brochures and cans in public access areas.
- Churches and temples can be involved by posting information, handing out brochures and accepting donations after services, making announcements from the pulpit, and including announcements in weekly bulletins or internet postings. Leave a donation can or envelope in the lobby or coffee room.
- Boy or Girl Scouts may be eligible to earn a variety of badges by participating in the Buddy Walk.
- Encourage your team members to get creative! Fundraising events such as car washes, dog washes, bake sales, dress down days, etc. are a great way to have fun and raise awareness within an organization, company or school.
- Encourage team members to utilize company newsletters, email, bulletin boards, paycheck stuffers, etc., to advertise your team. Make sure everyone knows how to contact you to join the team or make a donation.
- Make sure team members have access to pledge forms.
- **Take the Buddy Walk Challenge** - Individuals that raise \$1000 or more will become members of the Buddy Walk Hall of Fame. Take the challenge and raise money to support the efforts of NDSS and DSAA. Buddy Walk Hall of Fame members will be featured on the NDSS and DSAA websites and the DSAA newsletter. All challenge participants will receive a medal to honor your commitment and participation. Take the challenge and track your progress.

Tips for Team Captains

JUST PRIOR TO THE WALK

- Contact all of your members on Thursday or Friday to remind them of the event, and that it will take place rain or shine.
- Arrange a place for your team to gather on the morning of the event – bring colorful balloons, or arrange to meet at a specific spot (NOT the registration table!!!). When your team has arrived, collect all of the pledges and other donations from your members, complete your totals on the roster, and bring it all to the Team Registration table/Pre-Registration Table. Additionally, you will receive arm bands for each of your team members. Team Captains will be responsible for the Challenger Medals this year! If the Team (Child the team is representing) has raised over \$1,000.00 he/she will be awarded a Challenger Medal. If your Team/Child is awarded one of these medals it will be included in your packet the morning of the walk. Please remember to pick up your packets from Dawn at the Pre-registration table the morning of the walk. Your team members must wear an arm band to participate in the day events.

AFTER THE WALK

- Thank your team members and sponsors. It is important to stay in touch with your sponsors throughout the year, and let them know how much you appreciate their involvement and commitment. A card with a picture of their “Buddy” is a great way to keep their hearts with you.
- Be proud of your contribution – YOU have made a difference!!!

Facts about Down Syndrome and the Buddy Walk

What is Down syndrome?

- Down syndrome is a genetic condition that occurs in approximately one in every 800 to 1000 live births. It affects people of all ages, races and economic levels and is the most frequently occurring chromosomal abnormality. It occurs when there are three, rather than two, number 21 chromosomes present in every cell of the body. Instead of the usual 46 chromosomes, a person with Down syndrome has 47. It is this additional genetic material that alters the course of development and causes the characteristics associated with the syndrome. Down syndrome affects over 350,000 people in the United States alone.

What is The Down Syndrome Association of Acadiana?

Mission:

DSAA provides families with a support network, sharing experiences from the pre-birth of a child through the stages of education and adult living within the community. Support resources include newsletter, new-parent information packets, parent-match services, community education, and special events.

Vision:

To be a driving force in the Acadiana community in generating acceptance and belonging of individuals with Down syndrome. It is our strong desire to encourage a society in which people with Down syndrome can involve themselves in community activities and be assisted in their development of the skills necessary to do so.

Who we serve:

- We serve those families in the Acadiana area consisting of seven parishes within Region IV (Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin and Vermilion parishes).

What we do:

- New parent support - Being told the baby you are expecting or the newborn in your arms has Down syndrome is one of the toughest things for a parent to hear. Parent to parent support is available and can include a new parent packet, a phone call or visit with a parent of a child with Down syndrome who can, with true empathy, understand how you feel.
- Training - Having a child with Down syndrome has been described, aptly, like planning a trip to Italy and arriving in Holland. Though children with Down syndrome are first and foremost children, a parent will encounter areas throughout the lifespan of their child where they feel ill prepared for what is required. Several specific medical conditions occur more often with Down syndrome. We are ready with information and can connect the parents with a family that has experience with the condition, surgery or procedure. We provide trainings on the parent's role, rights and responsibilities in their child's special education program. We are available for resource and referral whenever a family or professional has a question. Anywhere from teething to estate planning...we identify parents and professionals areas of concern and address them with trainings, in-service, and collaborations with other agencies.
- Social - Opportunities to get together with other families, linked often by only one thing, one little chromosome. Events, such as the Summer Picnic, Christmas Party, Buddy Walk, and others, provide an awesome opportunity to share stories about challenges and success, to network with other parents with children of similar ages or perhaps a parent with a child, teen, or young adult a few

Facts about Down Syndrome and the Buddy Walk

years older that can provide insight from their experience. Who would have thought that from that one extra chromosome such treasured friendships would result?

- Outreach - We are committed to getting the word out with one clear goal- every family must have access to the information, support services, resources and referrals needed to raise a child with Down syndrome. It is also critical to get current, accurate information about Down syndrome and the potential of individuals with Down syndrome into the hands of the physicians and the hospitals throughout the seven parish areas. We believe the community belongs to everyone and in as much should include everyone. To that end we feel that information about Down syndrome should be available to everyone throughout the community.

Facts about Down Syndrome and the Buddy Walk

What is the Buddy Walk?

- The Buddy Walk, a major national multi-site walking event occurring in or near the month of October, National Down Syndrome Awareness Month, was developed in 1995 by the National Down Syndrome Society to bring together a wide range of concerned individuals to reach out to friends, family and co-workers to promote awareness and inclusion for people with Down syndrome and to raise money for research and education programs.
- The Buddy Walk is a one-mile walk in which anyone can participate without special training. Over the last eleven years, the Buddy Walk has flourished into the premier advocacy event for Down syndrome and has become a major platform for inclusion in communities across the country. The program has expanded from 17 walks across the nation the first year to more than 275. Over \$10.5 million was raised nationwide for the Down syndrome community. The number of Buddy Walks continues to grow each year. The goal of the Buddy Walk is to promote understanding and acceptance of people with Down syndrome.
- On October 30, 2010, the Down Syndrome Association of Acadiana will hold the Sixth Annual DSAA Buddy Walk at Parc International. Registration begins at 9:00am and the Buddy Walk begins at 10:00 a.m. with a one-mile walk around the park. After the Walk, relax and have fun with games, music, door prizes, Cajun food and children's activities. The Andy Smith Band will be performing.

Why:

- To raise more than \$75,000 to support local and national programs, and to promote acceptance and inclusion of all people with Down syndrome.

How:

- Through individuals and teams who seek donations from friends, families and co-workers to sponsor their participation in walks around the country.

When:

- The DSAA Buddy Walk will be held on Saturday, October 30th, from 9:00 a.m. to 1:00 p.m. Registration is 9:00 am, with the walk taking place at 10:00 am. Throughout the month of October, National Down Syndrome Awareness Month, more than 275 Buddy Walks will occur throughout the United States.

Where:

- The DSAA Buddy Walk will be held at Parc International with the Walk occurring around the park area, and the post-walk festivities happening right after the walk.

Audience:

- Last year, DSAA Buddy Walk had over 1800 walkers from the Acadiana area. More than 250,000 people participate nationally each year, including children, young adults and adults with Down syndrome, family members, friends, healthcare professionals, corporate teams and members of the community.

Team Roster and Participant Waiver

Team Captain: _____ Team Name: _____ Team Password (if team is registered online): _____

Make copies as needed and mail to: DSAA, P O Box 81323, Lafayette, LA 70508.

Waiver: In consideration of me and/or my minor child(ren) being permitted to participate in all Buddy Walk activities, I hereby for myself, my heirs and personal representatives, assume any and all risks which might be associated with the event. I further waive, release, discharge and covenant not to sue The National Down Syndrome Society, Parc International, Down Syndrome Association of Acadiana (DSAA), their officers, employees, sponsors, organizers, volunteers or other representatives or their successors and assigns, for any and all injuries or damages of any kind whatsoever suffered by myself and/or my minor child(ren) as a result of taking part in the Buddy Walk event and any related activities. I also authorize and release DSAA to use any photo, film, or videotape taken of me or my minor child(ren) at the event for any purpose and by signing, authorize such use and acknowledge DSAA's ownership of same.

M/O ¹ (see below)	Signature	Printed Name	Address (include city, state, zip)	Telephone Number	Email address	Shirt Size	Registration Payment ²	Pledges Enclosed ³ (see below)
<i>Signature applies to waiver, above</i>		<i>-----For mail-in registrants only!-----</i>						
		1.						
		2.						
		3.						
		4.						
		5.						
		6.						
		7.						

¹ (First Column) Is this person a mail in registrant (M) or on-line registrant (O)?

² Individual Registration - \$15.00; Family of (2) - \$25.00; Family of (3) - \$30.00; Family of (4) - \$35.00; Family of (5) - \$40.00; Family of (6+) - \$45.00, all types includes a shirt for each individual (up to 6)

³ (Last Column) Only record pledges not collected on-line

Total Registration Payments Enclosed:	\$
Total Pledges Enclosed:	\$
Total Additional Donations Enclosed:	\$
TOTAL ENCLOSED	\$

TOTAL Shirt Orders from this form ONLY:					
Youth XS (2-4)		Youth L (14-16)		Adult Large	
Youth S (6-8)		Adult Small		Adult XL	
Youth M (10-12)		Adult Medium		Adult XXL	

Team Roster and Participant Waiver

Instructions:

It is expected that most team members will register online. The registration and waiver components of this form are for teams who choose to register through the mail, by sending their registration forms and fees into DSAA. Online registrants will have already provided the information requested on this form, including signing of the waiver. The only time online registrants should be included on this form are if there are corrections or additions to the information they provided online, that cannot be amended via the website.

In Column 1, please indicate whether the person in that row is an Online registrant, or a Mail-in registrant (Mail-in registrants include those who register with the Team Captain).

In Column 2, any Mail-in registrant must provide their signature, indicating that they have read and accepted the waiver stated at the top of the page. Again, online registrants will have already indicated their agreement to the waiver on-line.

In Column 3, please print clearly the name of the registrant.

Columns 4-6, self-explanatory: This information must be provided for any person being registered via this roster.

Column 7, Shirt size: Team Captain will need to work together to finalize the shirt orders.

Column 8, *** Registration Payment: Any registrant who is registering via this roster (i.e. they did NOT mail in a registration, nor did they register with a credit card online) must submit the registration payment (Individual Registration - \$15.00, Family of (2) - \$25.00, Family of (3) - \$30.00, Family of (4) - \$35.00, Family of (5) - \$40.00, Family of (6+) - \$45.00, which all types includes a shirt for each individual – up to 6) to the Team Captain, and these payments should be remitted when the roster is turned in. Additional shirt will be available for purchase for \$10 each on a first come first serve basis the day of the walk.

Column 9, Pledges Enclosed: Please record only pledges that have not been entered online.

A table is provided on the left to total up the amounts being turned in with the roster. Please indicate the amounts of each category (registration payments, pledges, additional donations), and double check that the total shown here equals the amount being turned in with the form.

A table is provided on the right to total up the number of t-shirts of each size being ordered via this form. Please do not show online orders, as the numbers indicated on this form will be added to the orders from your team's webpage.

Please use as many pages as necessary, and feel free to turn in information and fees/pledges as you receive them.



Want to go for a Walk in the Parc?

*On October 30th, students from XXX
School will join a thousand people in Parc
International to participate in the
2010 Buddy Walk*

to celebrate National Down Syndrome Awareness Month.

*The goal of the walk is to promote understanding and acceptance of
people with Down syndrome.*

*The one mile walk begins at 10:00, and will be
followed by fun with games, music, door prizes,
Cajun food and children's activities. The Andy
Smith Band will be performing!*

*If you'd like to participate, either as a member of the XXX School Buddy Walk
Team, or by making a donation, please call XXX at SSS-SSSS. Team members
are eligible to receive t-shirts and valuable prizes!*



Want to go for a Walk in the Parc?

On October 30th, employees from XXX will join a thousand people in Parc International to participate in the
2010 Buddy Walk

to celebrate National Down Syndrome Awareness Month.

The goal of the walk is to promote understanding and acceptance of people with Down syndrome.

The one mile walk begins at 10:00am, and will be followed by fun with games, music, door prizes, Cajun food and children's activities. The Andy Smith Band will be performing!

If you'd like to participate, either as a member of the XXX Buddy Walk Team, or by making a donation, please call XXX at SSS-SSSS. Team members are eligible to receive t-shirts and valuable prizes!