

## **Create a Buddy Team**

You can be part of a Buddy Walk/Run Team if you are planning on walking/running with a person with Down syndrome, a group of friends or neighbors, a school or club, a business or church, a scout troop or sports team.

### **Easy Steps to form a Buddy Walk/Run Team**

#### **Name Your Team**

- Decide on a name for your team:
  - Your Team Name must include the **first & last name of the individual with Down syndrome.**
  - This is very important because there are many duplicate first names in our membership**
- List your team name on all entry forms (either paper form or electronic)
- Inform your team members of the team name selected

#### **Recruit Team Members**

- Ask family, friends, neighbors, coworkers, or schoolmates to walk with your team
- Recruit a runner to participate in the competitive race
- Telephone and fill out the info for them or they can call the office direct at 495-5088
- They may register online, fax or mail their forms
- Pass out the individual entry forms at your regular activities
- Send an email to friends
- Add the 2008 Buddy Walk link to your email signature
- **Remind your team members to list your team name on each entry form**

#### **Boost Your Team's Total**

- Ask your employer to become a sponsor
- Ask your employer if matching funds are available for the money your team raises
- Encourage team members to collect pledges

#### **Collect Team Registrations**

- Collect registration fees and pledges from team members
- We accept VISA, MasterCard, Discover and American Express
- Checks should be made payable to: Down Syndrome of Louisville

#### **Offline Donations**

Please complete the following steps if you would like to post your offline donations (i.e. cash or checks people give you) on your personal web page to reflect your total fundraising efforts:

1. Go to Personal Fundraising Page
2. My Headquarters
3. Top Right of the page, click on "Enter Offline donations"
4. Then click on "Enter Pledge"
5. Fill in requested information

#### **Turn in Your Team's Registrations & Pick-Up Shirts**

- October 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> at the DSL office from 9:00a.m. – 7:00p.m.
- We highly recommend picking up your t-shirts prior to the day of the walk to avoid long lines
- Decide on a meeting place for the day of the walk to distribute shirts

#### **Show Your Team Spirit**

- Make a team banner or sign
- Bring your school mascot or band
- Make arm bands with your team name
- Wear matching bandannas or headbands
- Celebrate & have FUN!