

national down syndrome society
BUDDY WALK[®]
**TEAM CAPTAIN
TOOLKIT**



INTRODUCTION



CONGRATULATIONS!

Thank you for registering your team for the 2017 Columbus Buddy Walk®! We are very excited that your team will be joining us on **SUNDAY, OCTOBER 1, 2017** for a day full of fun and excitement. Remind your friends and family to mark their calendars. Whether this is your first walk or your 16th walk, this toolkit will provide you with all the tools and information necessary to achieve your fundraising goal!

First thing first, upload a photo of your buddy and a quick story of your buddy to your team's page. After you have customized your page, encourage your friends and family to go to columbusbuddywalk.org and register to walk with your team or make a donation. You can do this with phone calls, emails, and social media posts. Ideas of how to do this and other tips are included in this team captain toolkit.

We encourage you to read through this toolkit to make sure you are aware of deadlines, standards, and tips that you need to be successful. All elements of this toolkit can be found in the **Team Captain Corner** of the Columbus Buddy Walk website (columbusbuddywalk.org). Have a party for your team, explore the website, watch our Buddy Walk video on YouTube and get excited!

If you have any questions over the next few months, please do not hesitate to contact me by phone at 614-263-6020 or by email at ebrillhart@dsaco.net. To ensure you receive all correspondence for the 2017 Columbus Buddy Walk®, please add my email address to your contacts.

Best of luck and thanks for all you do!

Evanthia Brillhart
Event Manager, DSACO

WHERE THE MONEY GOES

Since it was established in 1984, the Down Syndrome Association of Central Ohio has been an organization made up of people of all ages with Down syndrome, parents of children with Down syndrome, professionals and health care providers - all working together to ensure that all individuals in our community living with Down syndrome have every opportunity to achieve their full individual potential.

93% of every dollar raised by Columbus Buddy Walk® teams, stays in the 23 Central Ohio counties that DSACO serves.

7% of every dollar raised by Columbus Buddy Walk® teams, is sent to NDSS for national advocacy and support.

EXPECTANT/NEW PARENT SUPPORT:

- » Newborn hospital and home visits
- » New Parent Packages
- » Host Little Buddies Parent Resource group
- » Referral assistance to families through DD Boards, Help Me Grow, etc.

RESOURCE GROUPS:

- » School-aged Social Group
- » East Side Play Group
- » Teen Social Group
- » Spanish Speaking Resource Group
- » DS-ASD Dual Diagnosis Group
- » MOMS groups throughout Central Ohio
- » D.A.D.S (Dads Appreciating Down Syndrome)
- » Weekend Play Group
- » Adult Stamping Club
- » P.A.L.S. for Teens

AWARENESS:

- » DSACO and Buddy Walk websites
- » "Keeping Up" Newsletter
- » E-blasts on DSACO activities and other community happenings
- » Activity on Facebook, Twitter and Instagram
- » World Down Syndrome Day activities on March 21st
- » Down Syndrome Awareness Month activities in October

LEGISLATIVE ADVOCACY:

- » Expertise on disability legislation advocacy through petitions, letter writing and testifying

SCHOLARSHIPS:

- » Recreational Scholarships
- » Conference Scholarships
- » Family Education Scholarship
- » Discount fees for families who need assistance to afford DSACO activities/events

FITNESS PROGRAMS:

- » Walking Club
- » Couch to 5K Training Group
- » Healthy Lifestyles
- » iCan Bike Camp
- » Down Syndrome Golf Academy
- » Soccer Clinic

SOCIAL EVENTS:

- » Summer Picnic
- » Holiday Party

EDUCATION:

- » Summer Learning Academy
- » The Leaning Program Online™
- » Workshops for parents
- » Conferences for educators, healthcare professionals and case managers
- » Adult Conference and other programs for people with Down syndrome
- » Books, brochures and other materials

ABOUT DSACO



DSACO'S MISSION AND VISION:

The mission of the Down Syndrome Association of Central Ohio (DSACO) is to support families, promote community involvement and encourage a lifetime of opportunities for people with Down syndrome. Our vision is for people with Down syndrome to achieve their fullest potential in an accepting and inclusive community.

WHAT IS THE DOWN SYNDROME ASSOCIATION OF CENTRAL OHIO?

As a 501 (c)(3) non-profit organization, we are committed to providing support, assistance and education to individuals with Down syndrome and their families in 23 Ohio counties. We operate with minimal staff and are grateful for the many who volunteer their time to promote our mission.

We strongly believe that by providing easy-to-access information, along with compassionate and caring support, we can help families and the community gain a better understanding of Down syndrome. With over 250,000 people in the United States with Down syndrome, we strive to provide tools and opportunities that promote awareness, acceptance and inclusion in our communities.

WHAT COUNTIES DO WE SERVE?

The Down Syndrome Association of Central Ohio provides a variety of information, education, support and assistance to individuals with Down syndrome and their families in 23 Ohio counties, including Athens, Coshocton, Delaware, Fairfield, Fayette, Franklin, Gallia, Hocking, Jackson, Knox, Lawrence, Licking, Madison, Marion, Meigs, Morgan, Morrow, Muskingum, Perry, Pickaway, Ross, Union, and Vinton. Please note that the services, programming and supports are not exclusive to the 23 counties highlighted. If you have an interest in a particular program or event that we offer, please do not hesitate to join us!

For more information, please visit www.dsaco.net.

BUDDY WALK NUMBERS

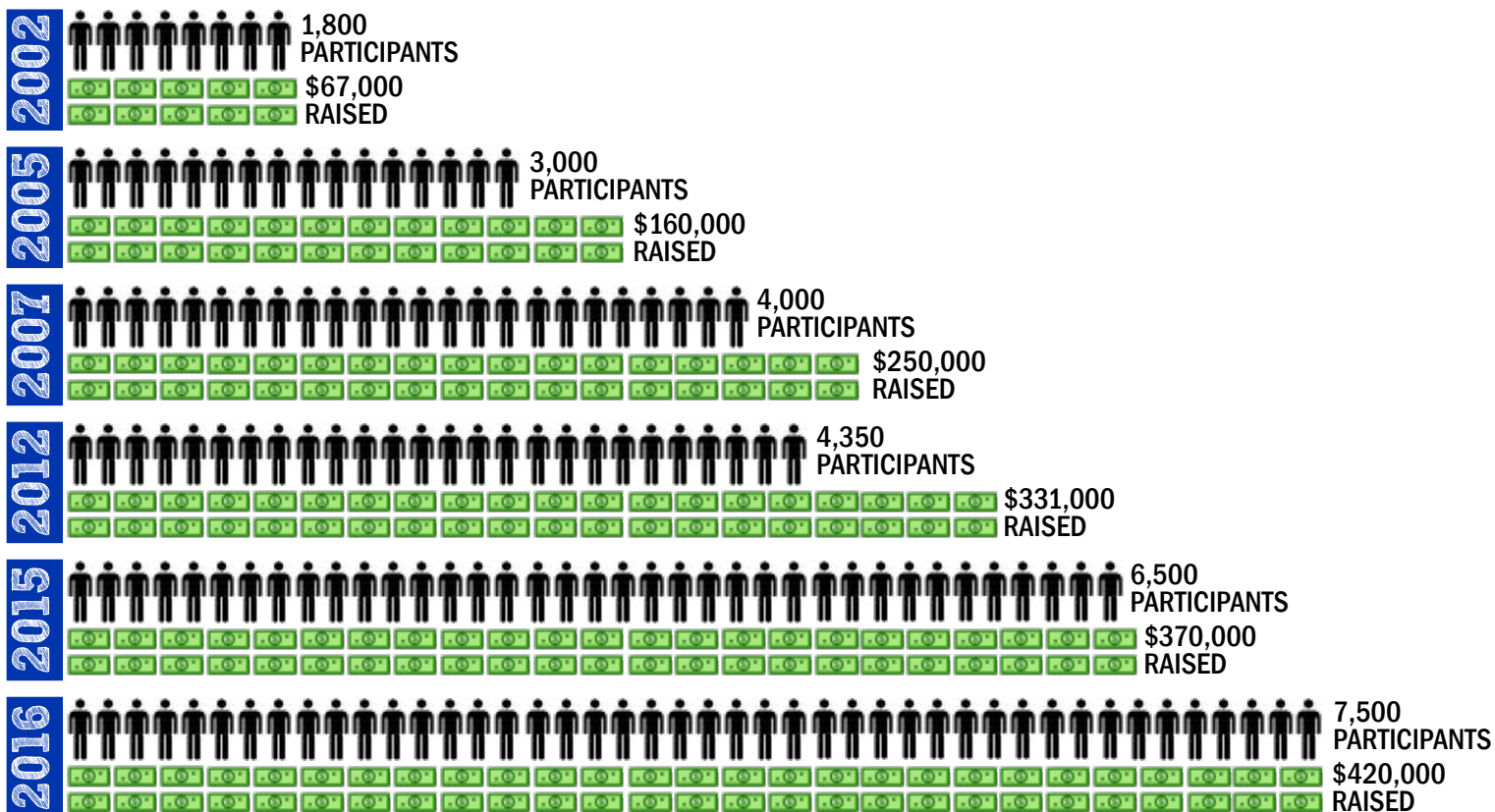
BUDDY WALK®:

The Buddy Walk® was developed by the National Down Syndrome Society in 1995 to celebrate Down Syndrome Awareness Month in October and to promote acceptance and inclusion of people with Down syndrome.

The Buddy Walk® has grown from 17 walks in 1995 to nearly 300 Walks planned for 2016 worldwide. In 2015, nearly \$14 million was raised nationwide to benefit local programs and services, as well as the national advocacy and public awareness initiatives of NDSS that benefit all individuals with Down syndrome.

In 2015, 254 Buddy Walk® events were held across the country and around the world. More than 335,000 people participated in the Buddy Walk®, collectively raising nearly \$14,000,000.

COLUMBUS BUDDY WALK GROWTH



FUNDRAISING INCENTIVES

FUNDRAISING INCENTIVES:

By challenging our community to aim high in their fundraising efforts, we are able to better provide a variety of information, education, support and assistance to individuals with Down syndrome and their families in 23 Ohio counties. As a direct result of your fundraising efforts, DSACO has been able to offer educational family scholarships, recreation scholarships, workshops to parents, educators and health care professionals, support and resource groups, new parent packages, Nationwide Children's Hospital care packages, and much more! Every dollar raised impacts a life.

Please note that most fundraising incentives are donated by local community partners and that very little out-of-pocket expense is contributed to these incentives.

FUNDRAISING INCENTIVE DEADLINE: FRIDAY, SEPTEMBER 1, 2017

PLATINUM BUDDIES' TAILGATE:

Raise \$10,000 or More

- » VIP tailgate spot adjacent to entrance
- » One (1) 10x10 Tent
- » Tables & chairs
- » Donated food for the entire team
- » Banner with team name
- » Balloon bouquets
- » Visit by Crew Cat
- » Commemorative poster featuring your team member(s) with Down syndrome
- » Free customization and delivery of team shirts to team captains

GOLD BUDDIES' TAILGATE:

Raise \$7,500 or More

- » Reserved tailgate spot
- » Tables & chairs
- » Donated bagel/donut spread and coffee for 30 people
- » Balloon bouquets
- » Visit by Crew Cat
- » Commemorative poster featuring your team member(s) with Down syndrome
- » Free customization and delivery of team shirts to team captains

FUNDRAISING INCENTIVES



SILVER BUDDIES' TAILGATE:

Raise \$5,000 or More

- » Reserved tailgate spot
- » Two (2) tables
- » Commemorative poster featuring your team member(s) with Down syndrome
- » Free customization and delivery of team shirts to team captains

BRONZE BUDDIES' TAILGATE:

Raise \$2,500 or More

- » Two (2) tables
- » Commemorative poster featuring your team member(s) with Down syndrome
- » Free customization of team shirts

FUNDRAISING

With a total of 6 months available to you for fundraising, it's easy to procrastinate and tell yourself you will get to it tomorrow. Fundraising for the Columbus Buddy Walk® should be fun and fulfilling for your whole family, not stressful! Give yourself plenty of time to fundraise by registering your team early and utilizing the information below:

- » Set a goal for team
- » Enlist the help of your family, friends and coworkers to reach your goal
- » Use motivation and incentives
- » Be creative in the way you fundraise
- » More tips are on the next few pages

Below is a timeline of events for the upcoming Columbus Buddy Walk®, so you can set your team up for success!

MARCH > 21	Columbus Buddy Walk® Website and Registration Opens
APRIL > 1	Encourage friends, family and coworkers to register for the Columbus Buddy Walk® or donate to your team and remind them to submit their corporate matching requests, if applicable. It can take up to 6 months for checks to be distributed and received by DSACO.
MAY > 1	Before school is out, encourage your child's classmates and teacher to join your team. This is a great way to promote inclusion and awareness in your child's school.
JUNE > 15	Have a creative fundraiser in mind? Make it happen this month!
JULY > 4	Fourth of July weekend is great time to remind family/friends about your team fundraising goal!
SEPTEMBER > 1	One month until the Columbus Buddy Walk® and the DEADLINE for fundraising incentives! This is also the last day registration ensures you a t-shirt.
>21	Delivery of qualifying team's customized t-shirts to team captains
>23	Save time at the event and pick up your team's t-shirts on this day at the DSACO office! Tickets will be available for DSACO Day at the Columbus Crew S.C. match on this day, too!
>29	Last day of online registration
OCTOBER > 1	2017 Columbus Buddy Walk®

PERMISSION TO FUNDRAISE

The below form may be downloaded and printed directly from the Columbus Buddy Walk® website. Some businesses or organizations may ask you to show this as you begin fundraising for your team. Complete the form and print out a few copies so you have some to spare. You may also need to show DSACO's 501(c)3 status letter, this is located on the next page or can be downloaded from columbusbuddywalk.org.

PERMISSION TO FUNDRAISE ON BEHALF OF THE DOWN SYNDROME ASSOCIATION OF CENTRAL OHIO

This document gives _____ permission to serve as an "agent" to solicit donations on behalf of the Down Syndrome Association in conjunction with their event the Columbus Buddy Walk® held on Sunday, October 1, 2017 at Mapfre Stadium.

The Down Syndrome Association of Central Ohio is a 501(c)(3) organization with the tax ID of 31-1126185; you may request a W-9 from our office at 614-263-6020.

PROHIBITED FUNDRAISING PRACTICES

The policies of the Down Syndrome Association of Central Ohio prohibit the following solicitation practices:

- » Use of the Down Syndrome Association of Central Ohio or Columbus Buddy Walk® name at the direct point-of-purchase sale of alcoholic or tobacco products.
- » Use of the Down Syndrome Association of Central Ohio or Columbus Buddy Walk® name in relation to any business activity that cannot guarantee full accounting for funds generated, such as vending machines and candy boxes.
- » Customer prospect campaigns conducted by independent contractors.
- » Promotions to attract new patients to any form of medical treatment.
- » Promotions related to the delivery of professional services.
- » Online fundraising (must have prior written approval).

DOWN SYNDROME ASSOCIATION OF CENTRAL OHIO'S MISSION STATEMENT

To support families, promote community involvement and encourage a lifetime opportunities for people with Down syndrome.

DOWN SYNDROME ASSOCIATION OF CENTRAL OHIO'S VISION STATEMENT

For people with Down syndrome to achieve their fullest potential in an accepting and inclusive community.

501c3 FORM



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248364843
Nov. 02, 2010 LTR 4168C E0
31-1126185 000000 00

00014373
BODC: NOBOD

DOWN SYNDROME ASSOCIATION
OF CENTRAL OHIO
510 E NORTH BROADWAY
COLUMBUS OH 43214-4114



19860

Employer Identification Number: 31-1126185
Person to Contact: Ms. Osborne
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Oct. 22, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in February 1990.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

CREATIVE FUNDRAISING EXAMPLES

Here are examples of the most fun and successful fundraising ideas we've seen over the years.

- » Use prize incentives to encourage your team to raise money.
- » Encourage all teammates to contact their HR director to find out how their company handles company matching gifts and encourage them to get their contributions matched.
- » Enlist the help of friends/family to host bake sales, garage sales, car washes and/or a pancake breakfast.
- » Include information in company newsletters, intranets and bulletin boards.
- » Deliver homemade goods in exchange for donations.
- » Organize a neighborhood block party or think about ways you can help people in your neighborhood in exchange for donations (such as, mowing lawns, shoveling snow, organizing closets, etc.).
- » Use schools, businesses and religious organizations to do raffles and participate in other fundraising efforts for your team .
- » Have a consultant party (ex. Pampered Chef, LulaRoe, Jamberry, Thirty-One Gifts, etc.) and have a portion of the proceeds go to your team.
- » Ask your gym to host a benefit workout class where donations can be made to your team, some ideas are listed below:
 - Yoga studios
 - Cycling studios
 - Group fitness instructor classes
- » Visit your favorite restaurant and see if they will host a Dine & Donate, where a certain percentage of sales for a day go towards your team's fundraising goal - we have some ideas of places below:
 - BJ's Brewhouse (Tuttle, Polaris & Easton locations)
 - Piada Italian Street Food
 - City Barbeque
 - Chipotle
 - Buffalo Wild Wings
 - Bob Evans Restaurants
 - Melt Bar & Grilled (Short North & Easton locations)
- » If your employer allows solicitation at work, ask if you can have a "Dress Down for Down Syndrome Day" where employees who donate to your team can wear jeans.
- » Look for sponsors for the event - sponsorship packages are found later in this toolkit or can be downloaded from the Columbus Buddy Walk® website- these sponsorships will count towards your team's fundraising goal.
- » DSACO often times has fundraising opportunities available for teams - please email ebrillhart@dsaco.net to find out if there is an opportunity your team can take advantage of, some options are below:
 - DISCOVERY TOYS FUNDRAISER
(www.discoverytoys.com/brandi)
 - ◊ Contact information - Brandi Sargent
614.301.5446 | discoverytoyscolumbus@gmail.com
 - HONEY BAKED HAM FUNDRAISER
(www.honeybakedfundraising.com)
 - TSTACKER T-SHIRT FUNDRAISER
(www.tstacker.com)
 - KENDRA SCOTT JEWELRY FUNDRAISER
Contact the local Kendra Scott location (at Easton)
- » Use social media outlets to promote your team and encourage donations from your friends and family
 - FACEBOOK: Like [DSACO: Down Syndrome Association of Central Ohio](#), to promote the Buddy Walk - create a team page and invite people to like it - from here you are able to directly promote your fundraising page and goal to Facebook friends. Be sure to include the link to your team's page when posting on Facebook.
 - YOUTUBE: The Buddy Walk® playlist on the NDSS YouTube channel houses current and past BuddyWalk® public service announcements (PSAs) and other videos that promote the National Buddy Walk® Program.
 - TWITTER: Follow [@CbusBuddyWalker](#) and include [#CbusBuddyWalk](#) in your tweets to join the conversation and connect with others on Twitter talking about the Buddy Walk. Be sure to add links to your team's fundraising page to help spread the word.

2017 SPONSORSHIP OPPORTUNITIES

PRESENTING SPONSOR - \$30,000

- » Naming rights to event, example: Columbus Buddy Walk® presented by "Your Company"
- » Recognition of Presenting Sponsor on all print and electronic marketing materials, promotions, event day signage, social media, etc.
- » Prime logo placement on over 5,500 Columbus Buddy Walk® t-shirts
- » Opportunity for short sponsor remarks from the stage
- » Prime booth placement on the plaza day-of to pass out information and engage audience of 7,500 people
- » Inclusion in all press releases regarding the Columbus Buddy Walk®
- » Opportunity to publicize partnership in media buys
- » Opportunity for 40 employees to participate in Columbus Buddy Walk®

PLATINUM SPONSOR - \$15,000

- » Recognition by logo as Platinum Sponsor on brochure, event video, website, event day signage, social media, etc.
- » Logo placement on over 5,500 Columbus Buddy Walk® t-shirts
- » Inclusion in all press release regarding the Columbus Buddy Walk®
- » Booth placement on the plaza day-of to pass out information and engage audience of 7,500 people
- » Opportunity to publicize partnership in media buys
- » Opportunity for 30 employees to participate in Columbus Buddy Walk®

GOLD SPONSOR - \$10,000

- » Recognition by logo as Gold Sponsor on brochure, event video, website, event day signage, social media, etc.
- » Logo placement on over 5,500 Columbus Buddy Walk® t-shirts
- » Inclusion in all press release regarding the Columbus Buddy Walk®
- » Booth placement on the plaza day-of to pass out information and engage audience of 7,500 people
- » Opportunity to publicize partnership in media buys
- » Opportunity for 20 employees to participate in Columbus Buddy Walk®

SILVER SPONSOR - \$5,000

- » Recognition by logo as Silver Sponsor on website, event day signage, social media, etc.
- » Logo placement on over 5,500 Columbus Buddy Walk® t-shirts
- » Inclusion in all press release regarding the Columbus Buddy Walk®
- » Booth placement on the plaza day-of to pass out information and engage audience of 7,500 people
- » Opportunity to publicize partnership in media buys
- » Opportunity for 10 employees to participate in Columbus Buddy Walk®

BRONZE SPONSOR - \$2,500

- » Recognition by name as Bronze Sponsor on website, event day signage, social media, etc.
- » Name placement on over 5,500 Columbus Buddy Walk® t-shirts
- » Booth placement on the plaza day-of to pass out information and engage audience of 7,500 people
- » Opportunity to publicize partnership in media buys
- » Opportunity for 5 employees to participate in Columbus Buddy Walk®

FRIEND SPONSOR - \$500

- » Name placement on over 5,500 Columbus Buddy Walk® t-shirts

DONATION INFORMATION

CAN I ENTER DONATIONS RECEIVED VIA CHECK TO MY WEBPAGE?

- » Yes, you may enter donations received via cash or check on your team's webpage. All cash/check donations must be sent in and approved by DSACO by September 1 in order to be considered for team incentives. Please send all donations directly to:

Down Syndrome Association of Central Ohio
INSERT BUDDY WALK TEAM NAME
510 East North Broadway, 4th Floor
Columbus, OH 43214

WHAT IF PEOPLE WANT TO GIVE ME CASH?

- » It is safest and best for record-keeping that you convert all cash received to a check or money order. If you are able, the safest option is to send a personal check covering the full amount, along with the corresponding donation forms to the Down Syndrome Association of Central Ohio. We will be able to credit your friends and family for their generosity. If this is not possible, you can also always bring the cash donations and appropriate donation forms to the walk.

HOW WILL MY DONATION TO THE DOWN SYNDROME ASSOCIATION OF CENTRAL OHIO APPEAR ON MY CREDIT CARD STATEMENT?

- » Depending on the credit card, it might be listed as Down Syndrome Ass.; Down Syndrome Association of Central Ohio; Down Syndrome Central Columbus; or Authorize.net.

WILL THE MONEY TURNED IN AT THE WALK SHOW UP ON MY WEBPAGE AND MY DONATION REPORT?

- » Absolutely. If the corresponding donation forms were completed and submitted along with your donations at the walk, then you should see your fundraising efforts reflected on your team webpage and donation report by October 31, 2017.



CORPORATE MATCHING QUESTIONS



I THINK MY COMPANY MATCHES. HOW DO I GET THIS STARTED?

- » Every company handles its own matching gift program differently. Please contact your company's Human Resources department for instructions on how to double your fundraising efforts through matching gifts. Please be aware that some matching gifts can take up to six months to receive, so please plan accordingly.

WHERE DO I SEND MY MATCHING GIFT FORM?

- » You can send your matching gift form to:

Down Syndrome Association of Central Ohio
INSERT BUDDY WALK TEAM NAME
510 East North Broadway, 4th Floor
Columbus, OH 43214

I SUBMITTED A FORM FOR MATCHING GIFTS BUT DO NOT SEE THE DONATION ON MY PAGE. WHERE IS IT?

- » The Down Syndrome Association of Central Ohio cannot post a matching gift until the corporation involved approves it. Unfortunately, corporations match gifts on a different timetable during the year. If you have questions regarding your matching gift, please contact your company to see if the donation has indeed been matched. If it has, please contact DSACO at (614) 263-6020, and we will do everything we can to ensure that the donation appears on your page.

DONATION INFORMATION

ARE DONATIONS TAX DEDUCTIBLE?

- » Your gift is tax deductible to the fullest extent allowed by the law. The Down Syndrome Association of Central Ohio is a registered 501(c)3 organization. Our tax ID number is 31-1126185.

WHERE DO I GET DONATION FORMS?

- » A donation form is enclosed in this packet, you may also print additional donation forms from the Team Captain's Corner on the Columbus Buddy Walk® website.

WHO SHOULD COLUMBUS BUDDY WALK CHECKS BE MADE PAYABLE TO?

- » For tax purposes, please make checks payable to the Down Syndrome Association of Central Ohio or DSACO. Checks should not be written to Buddy Walk teams, team captains or individual participants.
- » Please ask donors to submit their corresponding donation forms with their checks so your team will be properly credited for your fundraising efforts. If this is not possible, please ask donors to indicate which walk team they are supporting and your name on the memo section of the check.

DO I HAVE TO SEND IN MY DONATIONS? CAN I BRING THEM WITH ME TO THE WALK? CAN I CONTINUE TO COLLECT DONATIONS AFTER THE WALK? WHAT IF MY DONORS DON'T WANT TO DONATE ONLINE? WHERE DO I SEND THE CHECKS?

- » While you can always bring your donations to the walk, it is preferable that you mail them in as soon as you can to the address below. You may enter your donations on your Team Fundraising Page before sending them - once DSACO receives your checks, we can approve your submissions. You can mail donations by December 31, 2017 to:

Down Syndrome Association of Central Ohio
INSERT BUDDY WALK TEAM NAME
510 East North Broadway, 4th Floor
Columbus, OH 43214

I TURNED IN A PACKET AT THE WALK AND DO NOT SEE ALL THE CHECKS PROCESSED YET?

- » All donations to the Down Syndrome Association of Central Ohio will be deposited, processed and posted to your webpage by October 31, 2017. If a month or more has passed and you still do not see your donations on your team webpage, please contact DSACO at info@dsaco.net.

HOW LONG WILL IT TAKE BEFORE THE CHECKS I MAILED SHOW UP ON MY PAGE?

- » Team Captains are able to enter their own check(s) on their team page, these will show up along the Donation column, but will not impact the fundraising total until the check(s) are received by DSACO and approved. Please allow four weeks for your donations to be deposited, processed and approved by DSACO.

USEFUL FACTS

DOWN SYNDROME INFORMATION:

- » Occurs in one in 792 live births
- » Is the most frequently occurring chromosomal abnormality
- » Affects people of all ages, races and economic levels
- » Puts people at increased risk for certain medical conditions such as heart, hearing and respiratory problems, Alzheimer's disease and childhood leukemia
- » Results in cognitive delays but the effect is usually mild to moderate and not indicative of the many strengths and talents each individual possesses

With early intervention, quality medical care, education programs and social acceptance, people with Down syndrome can live full, productive lives.

DSACO's mission is to support families, promote community involvement and encourage a lifetime of opportunities for people with Down syndrome.

Please visit our website for more details: www.dsaco.net



FREQUENTLY ASKED QUESTIONS

WHAT IS THE REGISTRATION FEE?

- » The registration fee is \$21 per person of which \$10 is tax deductible. Your registration fee includes an official 2017 commemorative Columbus Buddy Walk® t-shirt. Individuals with Down syndrome have free registration, but must still register, in order to receive a t-shirt!

SHOULD I REGISTER MY KIDS?

- » Yes, please register everyone who will be attending (even toddlers in strollers). This helps us plan for the day of the event, plus only those who register, receive t-shirts.

I HAVE A FAMILY MEMBER WHO WANTS TO JOIN MY TEAM BUT MAY NOT BE ABLE TO ATTEND THE WALK. CAN THEY STILL JOIN MY TEAM?

- » Yes, family members can still support you by joining your team and fundraise as a team member even if they are unable to attend.

WHAT IS THE CUT-OFF TO JOIN A TEAM?

- » You can register online up to the day of the event. Please encourage everyone to register before September 1, 2017 to give us a good headcount so that we can plan for a better event. Registrants after the September 1st deadline may not receive an event t-shirt.

SOME OF MY FAMILY WOULD LIKE TO COME, BUT NOT WALK. DO THEY NEED TO REGISTER?

- » We encourage every participant to register by September 1, 2017. T-shirts may not be available the day of the walk if you have not registered by September 1st. Only those who register and pay the registration fee ON or BEFORE September 1st will receive a t-shirt.

IF I AM REGISTERED, DO I NEED TO DO ANYTHING ELSE TO BE PRE-REGISTERED?

- » No, if you are already registered online, you are all set.

IS IT BETTER TO REGISTER ONLINE OR REGISTER THE MORNING OF THE WALK?

- » There are many advantages to registering before the walk, for example: knowing how many people to expect will help us plan for a better event for everyone. DSACO, event sponsors and vendors order all items based on how many people we have pre-registered for the walk. Plus, registering before the walk will alleviate registration lines at the event and you will be able to enjoy the event from the moment you get there. Each individual and team that registers will receive a webpage within the Columbus Buddy Walk website. This will give friends and family a place to go where they can donate directly to you online. You can also customize this page with a photo and special message.



COMMUNITY DONATION FORM:

Use this form to track and collect donations you receive to support your Buddy Walk® team. To ensure that the funds you raise are credited to your team, please include the name of your team and your team captain's name. This form, along with your donations, **must be received by DSACO by September 1st** for funds to qualify for t-shirt customization. Buddy Walk® donations will be accepted through December 31, 2017.

** Many employers match their employee's charitable donations. Check with your employer to see if your contribution will be matched.*

Your Name/Walker Name: _____

Team Name: _____ Team Captain's Name: _____

CONTRIBUTOR'S NAME	PHONE	EMAIL ADDRESS	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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9.			
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12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

	TOTAL	\$
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510 E. NORTH BROADWAY, 4TH FLOOR
 COLUMBUS, OH 43214
 Ph: 614.263.6020 | F: 614.263.6094
 www.dsaco.net

