

Walk for PKD Registration Training



PKD FOUNDATION
Polycystic Kidney Disease

Priorities

Ongoing

- **Check Walk email regularly**
- **Send welcome emails** to registered participants, your staff lead can provide a list of registered participants
- Encourage participants to fundraise using engagement tools on walkforpkd.org/fundraising
- Continue to encourage past team registration
- Connect with all volunteers about Walk day responsibilities
- Post on social media



Walk day Materials



What materials will I receive from the PKD Foundation for Walk day?

- Directional arrows
- Thank you for your support signs
- Nametags
- Social stickers
- Donation envelopes
- Certificates of appreciation
- Event banner (in a separate mailing)



Documents sent via email

- QR Codes
- Waiver form
- Donation Submission form
- Start-line ceremony



I'm a new volunteer, I don't have materials from the past, what will I receive/what do I need?

- **All volunteers**, newly onboarded and veteran, **will receive the same materials** needed to execute a successful Walk for PKD. Please use only the materials you receive this year when organizing your event.
- If you have **past materials that match** what you have received for this year, you may use those again. If you have **past materials that do not match** what we have sent for 2022, please recycle them.
- **If you have any questions** on what should be kept vs. disposed, **contact your staff lead.**



Other things to have on hand

- Pens
- Sharpies
- Clear packaging tape
- Scissors
- Zip-ties
- Hand sanitizer
- Anti-bacterial wipes
- Small first aid kit



T-shirts



T-shirts

- T-shirts will be distributed 3 times during Walk season. The first redemption date was Aug. 15.
- An email is sent to each registered participant with \$100 on their fundraising page. They use the code in the email to request the size and provide shipping information. The shirts will be mailed directly to the fundraiser.
- Team totals and non-registered donors do not qualify for t-shirt redemption.
- The next two redemption opportunities:
 - Redemption 2 - Fundraise \$100 or more by Sep 25
 - Final Redemption – Fundraise \$100 or more October 30
- Volunteer and Penny Kids Dash t-shirts will not be provided this year.



How is the Foundation promoting the t-shirt incentive?

- We recently messaged our PKD community in PKDnews
- Social media posts
- Participants receive an email when they reach \$100 in fundraising
- [Blog](#) with information about the t-shirt incentive
- **You too** should be messaging your walkers via email and local social posts



COVID Protocols/Event safety



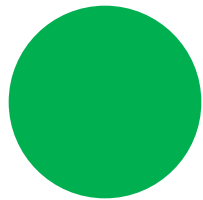
What are our COVID protocols?

- We are requiring all Walks to have hand sanitizing stations, antibacterial wipes/spray, individual pre-packaged snacks/drinks, and mask protocols will follow local guidelines at time of event, distancing/spacing of vendors, etc.
- All walks are required to purchase 1 to 3 hand sanitizers and at least one package of antibacterial wipes. Volunteers will be reimbursed for these purchases up to \$50.
- At this time, masks are not required at any of our locations. We will comply if this rule changes by the fall. If it is a matter of comfort for the participant, we encourage everyone to do what works best for them, bring a mask if you like.

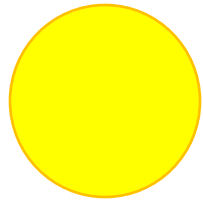


How will walkers indicate their level of social comfort?

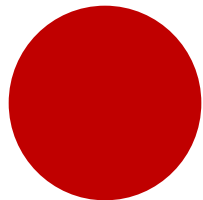
Social stickers will be provided for participants to place on their name tags to indicate their level of social comfort.



Green = Close proximity okay – handshakes/hugs welcome



Yellow = Cautious – okay with talking but no touching



Red = No contact - please respect 6 ft distance, waves are okay



What food and beverage is allowed?

- Bottled water, coffee distribution, prepackaged items, vendor prepared and vendor served – food safe (food truck), participants bring their own food (sack lunch).
- No self-serve unless prepackaged items. COVID protocols have increased our need to have better food safety protocols for our immune compromised patients and all attendees.
- Ask attendees to bring their own water bottles



Registration/Money/Volunteers



How many volunteers do I need for the Walk?

- Volunteer support will depend on the size of your event. We have events that range in size from 50 – 400 in attendance.
 - Setup: 5 - 15
 - Registration: 4 – 8
 - Emcee: 1
 - Food/Beverage: 1-2
 - Kids Activities: 1- 4
 - Walk route volunteers: 1 - 2
 - Teardown: 5 – 15
 - Greeter: 1



How will we run registration this year?

- Registration will remain open through walk day
- You will not mark people off as attended
- Unregistered participants will need to register online
- Participants will donate online
- Envelopes will be provided for people with checks
- Cash should be converted to a cashier's check and mailed



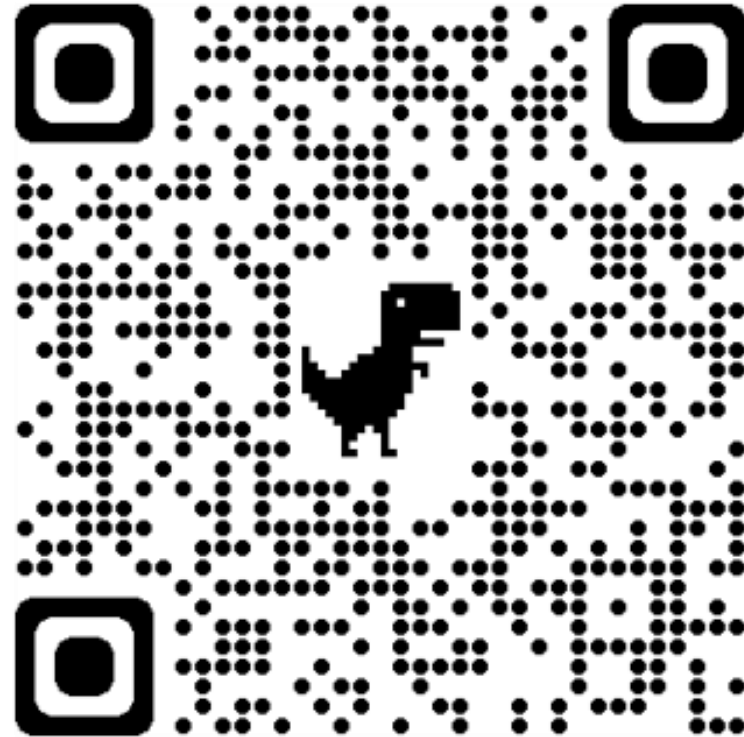
Registration Set Up

- Greeter – welcome and ask people to fill out a nametag and select a social sticker
- Unregistered participant volunteers
 - Assist participant with online registration
 - Make sure waiver is complete
- Donation volunteers
 - Assist participant with online donation
 - Provide a PKDF self-addressed envelope to participants that have cash



QR codes!

- Registration
 - Individual
 - Team
 - Joining a team
- Donation
 - Event gift
 - Team
 - Individual participant
 - Donating at time of registration



What if my location doesn't have great cell service or someone doesn't have a smart phone?

- Ahead of the walk, check for cell service at your site
- Have people at registration who can assist others with their smartphone or utilize a registration volunteer's phone
- Print a paper waiver and sign sheet as back up.
 - Retain for our records
 - Snap a picture and send to your staff lead



What happens if people bring money to the Walk?

- PKDF self-addressed donation envelopes provided. It is a good idea to print out some donation submission forms. This is the best way to ensure their donation is allocated to the correct fundraising page.
 - Write on the check – the team or participant name on the memo line
- If you are doing a silent auction or other fundraising at your event where participants are exchanging money, please take the cash to your local bank and get a money order or cashier's check and mail it in with a note indicating your walk and that it is an event gift.



Required booths at your Walk for PKD



Community booth

- PKD Connect Ambassador or assigned volunteer with support this booth



Sponsors



▪ National - Otsuka

- Atlanta
- Central Ohio
- Charlotte
- Chicago
- Denver
- Houston
- Hudson Valley
- Los Angeles
- New Jersey
- Oklahoma
- Philadelphia
- Phoenix
- Sacramento
- St. Louis
- Twin Cities
- Western New York

▪ Local – various, by Walk location

- Silver level and above (\$1,000+)
- Table and chairs

- *If additional national sponsors are added, we will reach out with more information*



Otsuka sponsored onsite TKV education

- **Information and materials to assist in executing Otsuka exclusive sponsorship benefit**
 - Five H frame yard signs sharing TKV "fast facts" to be placed on your Walk route.
 - Acknowledgement in start line script, calling attention to TKV information on route.
 - Three pre-Walk, TKV education, social media teasers (posted by PKDF staff).
- **Walk sites receiving information**
 - Boston, Chicago, Cincinnati/Dayton, Kansas City, Long Island, Los Angeles, New Jersey, Pittsburgh, San Antonio, Twin Cities



Photographs and PKDF staff

- If you'll have a photographer, let your staff lead know.
 - Photo list
- If a staff member will be attending your walk, we will reach out and connect you with that staff member.



Questions?

