

Walk for PKD Day of Event



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



Priorities

Current

- Site visit to plan day of event set up and determine Walk route, check cell service
- Secure equipment - tables, chairs, sound for the event, porta potty
- Secure day of event in-kind donations (water, food, event supplies/services)
- Secure photographer - let PKDF staff lead know if you will have one at your event
- Connect with vendors about day of event details - examples of vendors are porta potty, sound, tents/tables, police



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

- Directional arrows
- Thank you for your support signs
- Nametags
- Top fundraiser and Team Captain stickers - *back this year!*
- Donation envelopes
- Certificates of appreciation
- Event banner (in a separate mailing)
- QR code signs (sent via email)



Walk day Materials



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 2023, please recycle them.
- **If you have any questions** on what should be kept vs. disposed, **contact your staff lead.**



Supply list in Walk handbook

- <https://pkdcure.org/volunteers/walk/>
- https://pkdcure.org/wp-content/uploads/Walk-Handbook_2022.pdf Pages 19 –21



Purchases, In-kind gifts & Sponsorships



What is an in-kind donation vs. an in-kind sponsorship?

- Gift in-kind donations*
 - Raffle/auction/prize items
 - Items valued below sponsorship level

**Please use online gift in kind form to record these donations. Forms are location specific. Connect with your staff lead.*

- Gift in-kind sponsorship* *(Contributes to reducing costs of necessary day of event items)*
 - DJ
 - Park fee waived
 - Photographer
 - Tents/tables/chairs

**All in-kind gifts are thanked and recognized for their contribution by the PKD Foundation.*



What can I buy/get reimbursed for?

- **All purchases need to be approved by your staff lead.**
- The PKD Foundation will only approve event materials in budget
 - Port-a-Johns
 - DJ/sound
 - Rental equipment (tables/chairs/tents)
 - Hand sanitizer/wipes/cleaning supplies
 - Decorations and event supplies

**Check requests need to be submitted as soon as possible. Credit card payment is preferred!*



Will I be able to purchase balloons?

- Balloons are not included in your day of event materials as many locations are restricting the use of such items due to the environmental impact.
- If you are interested in balloons for your event, please connect with your staff lead to receive approval on both the purchase and allowance of these items at your location.



What about kids activities?

- Facepainting
- Transfer tattoos
- Coloring sheets
- Yard games
- Hula hoops

- No bounce houses.
 - We will not be permitting bounce houses at Walk for PKD events this year.



T-shirts



Will t-shirts be distributed on Walk day?

- No, t-shirts will be distributed as they were last year with shirts being mailed directly to fundraisers.
- Every registered participant that reaches \$100 or more in individual fundraising will receive information to redeem after the fundraising deadlines. ** Team totals and non-registered donors do not qualify for t-shirt redemption.*
- There are three redemption opportunities:
 - Redemption 1 – Fundraise \$100 or more by Aug. 14 to receive t-shirt before Sep 8
 - Redemption 2 – Fundraise \$100 or more by Sept. 24 to receive shirt by Oct 10
 - Redemption 3 – Fundraise \$100 or more by Oct. 23 to receive shirt by Nov 10



Are Penny Kids Dash or volunteer shirts being distributed?

- Past volunteers should have a volunteer shirt that can be worn day of event. Or designate a color (purple/teal/green) and have your key volunteers wear that specific color.
- Now is a great time to distribute your remaining stock of Penny Kids Dash shirts. If you don't have any, not a problem. You can always have stickers and other fun things for kids at the event.



Event Accessibility & Safety



Event accessibility

- Booth set up
- ADA porta potty is accessible
- Always use microphone for all announcements and information



Food handling safety

- Clean all surfaces used for food distribution
- Provide hand sanitizer at all food stations
- Acceptable food handling and distribution practices include:
 - Individually packaged items
 - Vendor prepared and served
 - Vendor prepared and volunteer distributed with safe food handling practices
 - Food truck
 - Participants bring their own food (sack lunch)
- Self-serve limited to:
 - Prepackaged food and drink items
 - Self-serve drinks with ample clean cups provided



Are COVID protocols still in place?

- We suggest all Walks to have hand sanitizing stations, antibacterial wipes/spray
- 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.



Event check in, Donations, & 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
 - Event check in: 2 – 6
 - Emcee: 1
 - Food/Beverage: 1-2
 - Kids Activities: 1- 4
 - Walk route volunteers: 1 - 2
 - Teardown: 5 - 15



Event check in and donations

- Name tags
- Top fundraising and team captain stickers
- QR codes!
 - Registration
 - Online registration is open through event day
 - Donations
 - Online donations can be made to an individual, team, or the event
 - Distribute PKDF addressed envelopes to participants that have donations to mail



Onsite registration and donation

- 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



What happens if people bring money to the Walk?

- You will receive PKDF self-addressed donation envelopes. 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 extra events at your walk 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.



Community booth

- Nicole has a community booth training
- Your local PKD Connect Ambassador will be prepared to manage this booth
- You should plan to provide a table for this booth
- If you don't have a PKD Connect Ambassador, you will need a volunteer to be in charge of this booth



Start line ceremony

- Review prior to the event
- Distribute script to all that will be speaking
- Make sure you have documented all of the special recognition
 - Sponsors
 - Otsuka – National Presenting Sponsor
 - All local sponsors
 - Top fundraisers - \$1,000 plus by Walk day
 - Guests of honor
 - Speakers



Finish line and beyond

- Have as many volunteers as possible at the finish line
 - Cheer
 - Make noise
 - Bubbles
 - Music
 - Flair
- Post Walk happenings
 - Group picture
 - Special drink or food
 - Booths open for 20 minutes after walkers return
 - Music playing



Questions?

- Watch your PKDF email for weekly Hot Sheets

