

12th Annual Alaska Visitor Industry Charity Walk
May 6, 2011

Team Registration Packet



Team Deadlines:

- › Team Pre-Registration closing
Monday, April 25 at 5 p.m.

- › Online Registration closing
Sunday, May 1 at 5 p.m.

- › Registration & Bib Pick-Up
Monday, May 2, 4 - 7 p.m., Crowne Plaza Anchorage – Midtown
109 W Int'l Airport Rd.
(Final chance to designate funds to a specific team)

- › Late Registration
Friday, May 6, 4 - 6 p.m., Dena'ina Center
(Individuals may register, however funds will not be designated to a team)

ALASKA VISITOR INDUSTRY CHARITY WALK TEAM REGISTRATION INFORMATION

TEAM REQUIREMENTS:

- Each Team must raise a minimum of \$500.00 total to designate their funds to their charity of choice.
- Each **team member** within a team must raise a minimum of \$35/adult or \$20.00/child (5-18). Donations may be raised from sponsors or they can sponsor themselves. This is for those who register before 7 p.m. on May 2.
- Individuals registering after 7 p.m. on May 2, may not designate funds to a team and registration fees increase to \$45 per adult and \$30 per child.
- Teams can designate the funds they raised to any non-profit 501 (C) (3) operating in the State of Alaska. Remember that ALL team application forms must be submitted together. Individuals submitting their application forms separately from their team will not be able to designate their donation, however their funds will go to charities throughout Anchorage.
- **EVERY WALKER MUST FILL OUT AN APPLICATION – INCLUDING ALL CHILDREN.**

TEAM & INDIVIDUAL CHALLENGES:

- We support friendly competition between teams and individuals.
- If you wish to challenge another team, send an e-mail to info@alaskacharitywalk.org
- For a list of current challenges, log on to the website at www.alaskacharitywalk.org
- Challenge deadlines end at 7 p.m. on May 2. There will be no exception to this deadline.
- The individual (not team) who turns in the most money by May 2 at 7 p.m. will win a trip from one of our prize sponsors.
- All individuals who turn in \$100 or more by May 6 at 6:00 p.m. will be awarded a day car-pass to the Alaska Wildlife Conservation Center.

REGISTRATION LOCATIONS:

- **Prior to May 2, 2011**
 - To register before May 2, bring registration forms and money to 524 W. Fourth Avenue, but note that you still need to pick up your bibs at the Crowne Plaza Anchorage–Midtown on May 2.
- **On-line Registration**
 - If you wish to pay for an individual or an entire team by credit card, you can register on-line in advance if the Team has been pre-registered. No on-line registration after May 1 at 5 p.m.
 - Note that you still need to pick up bibs at the Crowne Plaza Anchorage–Midtown on May 2.
- **Registration & Bib Pick-Up**
 - Crowne Plaza Anchorage–Midtown on May 2, 2011, 4 – 7 p.m.
- **Late Registration**
 - Dena'ina Center: May 6, 2011, 4:00 – 6:00 p.m.
 - Funds collected at late registration are not designated to a team.

ALL TEAM REGISTRATION PACKETS MUST INCLUDE:

1. Registration Forms (one for EVERY team member) with pledges/donations
2. **MONEY!** All monies must be received with registration (\$35/adult, \$20/child)
3. Team Registration Form – attached
4. Team Roster – attached

You will receive bibs for all team members at Registration on May 2. Please communicate to your team members your bib distribution plan for the team!



TEAM PACKET TIMELINE

ALASKA VISITOR INDUSTRY CHARITY WALK
 Friday, May 6, 2011 ~ Dena'ina Center ~ Anchorage, AK

If you have team questions, contact ACVB at 276-4118 or e-mail info@alaskacharitywalk.org

What is a TEAM? A team is a group of individuals who have raised (collectively) \$500 or more and every individual on the team has raised or donated a minimum of \$35.00/adult and \$20.00/child. A team raising the minimum amount of \$500.00 may designate their proceeds to a specific non-profit 501 (C) (3). There may be a percentage deducted to help cover the costs of the walk.

All Team application forms MUST be submitted together. Individuals submitting application forms separately from their team WILL NOT be able to designate their donation, however their funds will go to charities throughout Anchorage. Once a Team is pre-registered, individuals may sign up under their team umbrella on-line with a credit card. These registrations must be in by 5 p.m. on May 1.

DATE	TIME	ACTIVITY
Now – Go for it!		Start soliciting Team Members now! The bigger your Team is the more donations your charity of choice will receive.
Now - April 25, 2011 (Monday)	All Day	Team Pre-Registration Forms due (attached). All teams must complete the pre-registration form and fax to 278-5559. This is to assure we have an adequate food count. If your team is not yet completely full please just give us your best estimate.
May 2, 2011 (Monday)	4 - 7 p.m.	Team Registration and Bib Pick-Up at the Crowne Plaza Anchorage-Midtown. All applicants MUST be turned in together (at one time) as a Team to be able to designate the money to your charity of choice. SORRY, NO EXCEPTIONS!
May 6, 2011 (Friday)	5:15 - 5:30 p.m. meet/ 6 p.m. start time	Get Ready, Get Set – Graze! Teams meet at the Dena'ina Civic & Convention Center

As team leader, generate excitement within your team by encouraging members that this event will be the highlight of all community fundraising events. Not only will it be entertaining, filling and fun, but proceeds generated go toward some really great local charities. In addition, the more your individual team members' raise by May 2, the better opportunity they have to win prizes! Any individual raising \$100 or more will be eligible for a trip.

Some teams have organized group t-shirts, hats or jackets to show their company support during the walk. Others have informed us they are just going to be the loudest along the trail.

We ask that all teams gather between 5:15 – 5:30 p.m. at the Dena'ina Center to join in pre-walk festivities. This way, your entire group will be able to show off together! ***We'll see you at the Dena'ina Center at 7th & G St!***

Parking is available at the 6th & H St and 7th & G St Garages at anytime. The Lenny Pacillo Garage, located at 7th & F St is available **after 5:30 p.m.** There is also plenty of on street parking available (**free after 6 p.m.**) surrounding the Dena'ina Center and on the Park Strip.



WANTED: ENTHUSIASTIC TEAM LEADERS!

All teams should select one person as their leader. Team Leaders will be asked to:

- Be a point of contact for the Visitor Industry Charity Walk Registration Committee.
- Distribute registration forms to their team members.
- Gather all registration forms and collected funds from their team members before registration.
- Register for their team on Monday, May 2 at the Crowne Plaza Anchorage-Midtown between 4 – 7 p.m.
 - Remember - ALL team application forms **MUST** be submitted together. Individuals submitting their applications separately from their team WILL NOT be able to designate their donation, however their funds will go to charities throughout Anchorage.
- **Distribute bibs to the team members before the walk. (You will receive your bibs at registration.)**
- Select a meeting site at the walk where all team members can assemble together.
- Consider creating a large banner, bringing a colorful display of balloons, having colorful t-shirts and/or meeting at a location several minutes earlier than the start time will help team members find you easier as there will be thousands of people at the Dena'ina Center participating in the walk.

Some team leaders took a bigger bite out of their jobs and:

- Challenged a competing business, organization, or church to try to raise more money for the Visitor Industry Charity Walk.
- Gave employees incentives to raise more money: extra leave time, prizes such as hotel stays, restaurant coupons, lift tickets....
- Had a kick-off event at the office, and the whole team arrived at the walk in a bus.

FAQ's

Can team members register themselves?

No....and yes. To be considered a Team and designate to a specific charity, all application forms MUST be submitted together. Individuals submitting their application forms separately from their team will not be able to designate their donation, however their funds will go to charities throughout Anchorage. The one exception is for Teams that have pre-registered on-line; individuals using a credit card may register on-line under the Team umbrella up until 5:00 p.m. on May 1.

What if I have not raised \$500, can I still register several people at once?

Yes. Your team needs to raise \$500 to designate your funds to a specific non-profit 501 (C) (3). Contests and challenges are open to teams of all sizes. You can still register as a team, however you will not be able to designate your funds.

Team Pre-Registration Form

PLEASE PRE-REGISTER no later than April 25, 2011



To assist our chefs with an accurate food count, please pre-register your team by faxing the following information to 278-5559, or by calling ACVB at 276-4118.

Team
Name/Company: _____

Team Leader: _____

Phone: _____

Address: _____

E-Mail: _____

Approximate number of walkers: _____

Do you plan to dedicate your funding? Y _____ N _____

To what Charity group (Alaska 501(C)(3))?

(REMEMBER: To designate funds a Team MUST raise the minimum of \$500.00 and each team member must meet the individual minimum of \$35/adult or \$20/child. To be considered a Team, all application forms MUST be submitted together or individuals must have registered under the Team umbrella on-line by May 1 at 5 p.m. Individuals submitting application forms separately from their team will not be able to designate their donation, however their funds will go to charities throughout Anchorage)



DATE: _____

ENV # _____ OF _____



Team Registration

TEAM NAME: _____

TEAM CONTACT: _____

PHONE #: _____

DESIGNATED CHARITY (501(c)3) (required): _____

CHARITY CONTACT NAME (required): _____

PHONE # FOR CHARITY (required): _____

Number of Adult Walkers: _____

Number of Children Walkers (5-18): _____

TOTAL NUMBER OF WALKERS: _____

ENVELOPE TOTAL: \$ _____

INSTRUCTIONS:

1. Complete all information on this form
2. Have each team member fill out an Individual Registration Form
3. Staple monies & checks received to the respective Individual Registration Form
4. Record your team member names and payments on the Charity Walk Team Roster
5. Place all monies and application forms in large envelope and seal envelope closed
6. Attach this form to the outside of the envelope
7. Take completed envelope to registration
8. Registration and Bib Pick-Up: **Crowne Plaza Anchorage-Midtown – May 2, 2011, 4 – 7 p.m.**

For Office Use Only: DO NOT FILL OUT

CASH

CHECKS

CREDIT CARDS

TOTAL

ENV # _____

BATCH: _____





TEAM ROSTER

TEAM NAME:

NO.	Walker Name	Amount Paid
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
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21		
22		
23		
24		
25		
	TOTAL DONATIONS:	

Please photocopy this page if you need additional space