

WHAT TO BRING ON WALK DAY

Supply Checklist



General Supplies:

- ☐ Ribbon for Cutting
- ☐ Sanitizer
- ☐ Table Cloths
- ☐ Zip lock baggies
- ☐ Garbage bags & Recycle bags
- ☐ Receipt book
- ☐ Scissors
- ☐ TOL Stamp for checks
- ☐ Plates, napkins, cutlery (if serving food)
- ☐ Raffle tickets if applicable and container
- ☐ Tools if needed / work gloves
- ☐ Safety vests
- ☐ PA System (if required)
- ☐ Bluetooth Speaker

Signage:

- ☐ Thank You Banner
- ☐ New Sponsor Banner
- ☐ Flags and stakes (2)
- ☐ Memory Lane Signs
- ☐ Stepping Forward Signs
- ☐ Small Instructional Signs for parking, stations, food, etc (printed from the resource centre)
- ☐ Event Posters with QR Codes

Registration Station:

- ☐ T-shirts - Walker and Committee Volunteer Shirts (*Note: the blue ones are for committee only*)
- ☐ Square Device & Related Instructions
- ☐ Copy of Certificate of Insurance to display
- ☐ QR Code signage (printed from the resource centre)
- ☐ Purolator Bag
- ☐ Stapler or Paper Clips (For bundles of 12 as per Reconciliation Form)
- ☐ 1 Calculator per station Stapler(s), pens, elastic bands
- ☐ Writing tools / Binder Clips / Paper Clips
- ☐ Clipboards

Food Station:

- ☐ Chosen food for the event
- ☐ Paper plates
- ☐ Condiments
- ☐ Beverages
- ☐ Cups (if needed) Dessert/Snacks Serviettes
- ☐ Cooking utensils, big containers, coolers to hold cooked food and keep them warm/cold
- ☐ Serving Utensils
- ☐ Hand sanitizer
- ☐ Food handling gloves
- ☐ Food handling permit if required

Volunteer Info:

- ☐ Volunteer Orientation/Instructions
- ☐ Emergency Response Plan
- ☐ Key Contact List - committee members, venue contacts, etc.
- ☐ Walkie Talkies for leads
- ☐ Set-up plan
- ☐ Media Kits (backgrounders)
- ☐ Volunteer Expense Form

- ☐ Stamps or tickets (if applicable)
- ☐ Registration List from RDC
- ☐ **Threads of Life bank deposit stamp = IMPORTANT** – you need to check your supply box before walk day to ensure you have (if you don't one will need to be ordered)
- ☐ Print materials from the Resource Centre*:
 - ☐ Walker Registration/Waiver Forms (*Tip: encourage online registration before paper options*)
 - ☐ Walker Pledge Sheets (*Tip: encourage online payment before paper options*)
 - ☐ Funds Reconciliation/Verification Summary Sheets
 - ☐ Cheque and Cash Deposit Sheets

****How do I know how many copies are needed of each form?***

Your Regional Development Coordinator will provide you with an early registration list before the final version to give you a picture of where registration numbers currently sit in your community. Use your best estimate to anticipate the most walk-ins likely, and provide enough copies so that you're not likely to run out on the day of the walk.

Walker/Waiver Registration Forms

All walk-ins must complete a registration/waiver form. You will need to have as many copies as you think you would possibly need for the day of the walk. **Reminder, to encourage online tools before paper.**

Reconciliation/ Verification Sheets

Each station will need to list each walker's information on this form and reconcile/verify all registrations they process. Information for 12 walkers per page – therefore estimate number of forms required based on your estimated registration numbers.

Cash and Cheque Deposit Forms

One copy of the cash deposit form is required. The cheque deposit form lists up to 20 individual cheques, so the number of cheque deposit forms required will depend on the size of your walk and how many cheques you anticipate receiving.

Volunteer Expense Forms

Bring blank copies of the volunteer expense form for volunteers who have made out of pocket purchases for the walk. Ideally, include the volunteers' completed expense forms (with original receipts) in the materials couriered back to Threads of Life. This will ensure that expense cheques are issued promptly, and that the funds raised can be finalized.

Registration List

1 copy of the list for each station processing pre-registered teams or walkers.