

**SFB WALK-A-THON 2019**  
**CHECK-IN/CHECK-OUT REGISTRATION GUIDELINES**

**Inventory**

1 4-pocket accordion folder

- 1<sup>st</sup> pocket – 2 pens, 1 black sharpie, medium-size post-it pad, snap-closure plastic envelope
- 2<sup>nd</sup> pocket – registered participant check-in/check-out list (2 pages)
- 3<sup>rd</sup> pocket - check-in items – lap cards in lanyards for general walkers (students/staff should have t-shirt)
- 4<sup>th</sup> pocket – check-out items – participant finisher certificates, 2 copies of pledge sheets (students only: white = original, green = copy)

1 box of participant t-shirts

- K-8<sup>th</sup> check-in/check-out stations – includes student t-shirts (should be stacked in alphabetical class roster order with names showing on top to facilitate ease of finding/distributing)
- SFB Staff/General Walker Registration station – only if have not yet picked up at school

**Check-In Procedure**

1. Make sure the participant is at the correct grade/check-in station
2. Find out name on the participant list
3. Give walker their t-shirt
  - All students will need to get their t-shirts at check in– check this off the participant list
  - SFB Staff – they should have gotten their shirts at school and not need to pick up
  - General Walkers – will pick up a shirt if they paid or are paying – check this off the participant list
4. Give them lap card/lanyard if they do not have walk-a-thon t-shirt – check this off the participant list
5. Collect any forms such as Permission Slips and Pledge Sheets, if necessary - check this off the participant list
6. Collect any funds, if necessary
  - Write funds info on the participant list (name/grade, cash or check #, \$ amount, purpose of funds such as pledges, buyout, donation)
  - Place funds in the snap-closure plastic envelop
7. ***Send the participants on their way! Cheer them on to have fun and to track a lot of laps to try for a prize!***

**Check-Out Procedure**

1. Make sure the participant is at the correct grade/check-out station
2. Find out name on the participant list (2 pages)
3. Collect and keep the lanyard (these are SFB's!)
4. Check their shirt or lap card for the number of laps they walked and write the lap number on up to four items:
  - On the check in/check out participant roster list
  - On the lap card
  - On their finisher certificate (fill in name and grade)
  - On both original and copy of the pledge sheet
5. Give students their Pledge Sheet (see notes) – check this off the participant list
  - If there are two copies (white + green), give student the green copy but keep the white copy in the folder
  - If the participant brought their Pledge Sheet the day of the walk-a-thon, keep that copy and let them know a copy of their Pledge Sheet will be sent home Monday
6. Give all walkers their finisher certificate and lap card (not the lanyard) – check this off the participant list
7. ***Congratulate the participant! High five them, thank them for coming, and remind them to pick up a snack and drink!***

**Additional Info:**

1. Feel free to leave notes in the folder using the medium-sized white post-it notes
2. Please put everything back in the folder as listed in the above inventory and put everything back in the box.

**\*\* THANK YOU FOR ALL YOUR HELP FOR THE WALK-A-THON! \*\***