

because  
I said  
I would.



## **“Be the Change” Walk / Ride**

Rain or shine, a walk or ride around a park or neighborhood is a great way to get together to support your volunteer project! Participants can donate by using loose change or pledges, and you can even incorporate a theme to add to the fun!

*“Life is like riding a bicycle: you don’t fall off unless you stop pedaling” - Claude Pepper*



Total Prep Time: 3 Hours

Total Active Time: 5 Hours

Total Time to Execute: 8 Hours

Cost to Operate: \$\$\$\$

Forecasted Funds Raised: \$\$\$\$

## Supplies Needed:

- Decorations
- Paper wristbands
- Table
- Coin Rollers
- Tote Bins / Bags
- Snacks / Water
- Games / Activities



*This kit is designed to accommodate 100 participants. If projecting fewer or more participants, be sure to adjust your supplies and cost to operate accordingly.*

## Plan

1. This event is best done outdoors. Choose a location to host this event, preferably in a quiet area that is not near main roads / busy crossings.
2. You may want to ask your parks and recreation department in your city about using a public park.
  - b. Another idea is to contact local restaurants to ask if they would like to be a starting point, and ask if they'd be willing to offer participants a small discount for contributing!
3. Plan for a back-up in the event of poor weather. A local gymnasium could be an excellent place for this!
4. Choose between a group walk, group bike ride, or maybe plan for both!
  - a. You can have the starting location the same for each team, but have bikers ride in the opposite direction of walkers.
5. Decide if you'd like to host a themed walk! Some ideas include: Halloween Walk, Shamrock Walk, Pajama Walk, Superhero Walk, Colorful Chalk Walk, etc.
6. Decide if you'd like to offer post-event games or activities. This could be corn-hole boards, a volleyball net, or a fundraising activity (raffle, 50/50, etc.)
  - a. If planning to do a post-event game or activity, ask your team members if they are willing to bring any of their own supplies from home!

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## 7. Decide on your donation method!

1. You may collect donations via a walkathon/bikathon (where friends and family of participants pledge a certain amount per mile complete)
  - a. If collecting donor pledges, see page 4 to begin working on this event.
2. You may also collect a participation fee. Advise contributors the fee is donation-based, and that you are suggesting they give their loose change to "Be the Change". They could donate the change in their pocket, or their change jar at home- every little bit counts!
  - a. If using a change-based fee, see page 8 to begin working on this event.

## Prepare - Pledges

8. Advise your friends, family, and your community through flyers and announcements that your team is hosting a fundraising event.
  - a. Include the date, registration time, starting time, donation method, and your team email. If using a theme, be sure to include what that theme is, and any limitations on costumes / attire.
9. Print copies of the Pledge form (page 7 of this kit) for anyone who requests it and offer to email the form using your team's email address.
10. When planning a walk map, ask your city officials if crossing guards are needed to cross streets with participants. If unable to use crossing guards or cross streets for safety concerns, choose a location that has a large enough block that can be circled multiple times.
11. When planning a bicycle map, see if there are any public bicycle trails in your city. If there is not, contact local parks to ask if bicycle riding is permitted.
12. Choose the routes. Print a map of the park, route, or neighborhood you are starting in, grab a highlighter, and draw out your route!
  - a. A typical charity bike ride is 10 miles.
  - b. A typical charity walk is 5 kilometers or 3.1 miles.
  - c. In planning either map, try to make the route close to a circle, so participants are near their cars when finished.
13. Make copies of the route map for your participants. Ask a volunteer to distribute these the day of the event.
14. Arrange for any equipment that is needed, such as registration tables, a loud speaker for announcements, or other items.
15. Ensure your team is aware of any special tasks they may need to perform. Ex: A volunteer should be prepared to take photos. Another volunteer should be prepared with maps and other forms as necessary.
16. If using games or activities, collect these items in advance. Assign 2 volunteers to coordinate the setup, management, and clean-up of these activities.
17. Collect decorations so your walkers / riders know where to line up. Use balloons, banners, streamers, etc. If you chose a theme, this is a great way to bring more fun to the walk / ride!
18. Obtain snacks for walkers / riders to offer after. Bottled water, granola bars, and fruit are a few good and cost-friendly options!

19. Walk or ride the route with a friend prior to the event. This will help reduce any confusions, allow for reroutes due to construction, or allow for other changes as necessary.
20. Assign volunteers with tasks to assist with the event. You'll need volunteers to: manage the registration table, hang signs and decorate the area just prior to the event, bring and distribute maps of the routes for participants, assist with walking / riding the routes during the event, assist with clean up afterwards.

## Perform - Pledges

21. Volunteers assigned decorating should begin a few hours prior to the event start time.
22. Place snacks and water in coolers, on tables, or in tote bins for participants.
23. Just prior to the event, set up the registration table.
24. As guests arrive, give each participant a wristband to signify their involvement in your walk / bike ride!
25. One of the team members can now use the loud speaker to announce updates such as: remember to register and obtain a map, ensure bikers are wearing their helmets, announce who is leading the walk / run from the team.
26. A few moments prior to the start, use the loud speaker to advise participants to begin lining up / gathering near the team members who are leading the walk / ride.
27. Have participants mark how many miles they completed to calculate the donation per mile on their pledge form.
28. Collect all completed forms with total completed miles.
29. Using a team email, you will email each sponsor to advise them of their donation amount. Develop the fundraising campaign online prior to the emails being sent. Use an email format similar to the one below:

Hi \_\_\_\_,

I am writing to thank you for your support of our volunteer project's fundraiser on *(date)*. You sponsored *(name)* and he/she was able to complete a whopping \_\_ miles! We are so grateful for your promise to donate \$\_\_ for each of those miles, for a total of \$\_\_. We have provided a link for you to complete this donation at your convenience below.

If you have any questions, please let us know. Thank you!

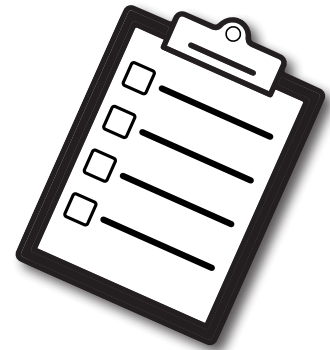
Appreciatively,  
(Volunteer Name)

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## Pledges Checklist

### Plan

- ☐ Choose between a walk, bike ride, or both
- ☐ Choose location to hold the walk / ride
- ☐ Contact location and confirm date and time
- ☐ Plan a back-up location in the event of poor weather
- ☐ Decide on a theme for the walk (if desired)
- ☐ Decide on games / activities for afterwards
- ☐ Post on social media or create flyers if desired to advertise
- ☐ Coordinate with volunteer to photograph the event



### Prepare

- ☐ Print copies of pledge form, make form available by email / online if requested
- ☐ Create maps / routes
- ☐ Make copies of the route maps for participants
- ☐ Collect equipment, including registration tables, disposable wristbands, loud speaker, decorations, snacks for participants, games / activities, forms, maps, tote bags / bins, etc.
- ☐ Remind volunteers of their assigned tasks
- ☐ Ensure volunteers know what time they are expected to arrive
- ☐ Continue to advertise via flyers, social media, your own personal websites, etc.
- ☐ Walk or ride the route prior to the event to ensure accuracy of maps
- ☐ Test microphone and any other equipment (just prior to the event)

### Perform

- ☐ Set up registration tables and decorate area
- ☐ Give each participant a wristband as they register
- ☐ Announce line up, begin walk / ride
- ☐ Collect pledge forms
- ☐ At the end of the event, clean up all materials, including disassembling games
- ☐ Send pledge emails
- ☐ Fill out the [reporting form](#), ensure the volunteer uploaded any photos, and celebrate!



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Walk or Ride

## Fundraiser Pledge Form

Participant Name: \_\_\_\_\_

On \_\_\_\_\_, I will be participating in a fundraising event to benefit our volunteer project.

The funds collected will go to the \_\_\_\_\_ volunteer project to help pay for our community volunteer activities and much more.

I hope you can help by sponsoring me.

Sponsor Name	Email	Phone Number	Pledge Per Mile	(or) Flat Donation	Total Amount
Example Sample	esample@gmail.com	555-555-5555	\$2	-	

*\*Money is not due until event is completed\**

This pledge form MUST be returned to the team. A volunteer from the team will contact sponsors via email and / or phone to provide a link for donations after completion of the walkathon/rideathon.

## Be the Change

### Prepare

8. Advise your friends, family, and your community through flyers and announcements that your team is hosting a fundraising event.
  - a. Include the date, registration time, starting time, donation method, and your team email. If using a theme, be sure to include what that theme is, and any limitations on costumes / attire.
9. When planning a walk map, ask your city officials if crossing guards are needed to cross streets with participants. If unable to use crossing guards or cross streets for safety concerns, choose a location that has a large enough block that can be circled multiple times.
10. When planning a bicycle map, see if there are any public bicycle trails in your city. If there are not, contact local parks to ask if bicycle riding is permitted.
11. Choose the routes. Print a map of the park, route, or neighborhood you are starting in, grab a highlighter, and draw out your route!
  - a. A typical charity bike ride is 10 miles.
  - b. A typical charity walk is 5 kilometers or 3.1 miles.
  - c. In planning either map, try to make the route close to a circle, so participants are near their cars when finished!
12. Make copies of the route map for your participants. Ask a volunteer to distribute these the day of the event.
13. Arrange for any equipment that is needed, such as registration tables, a loud speaker for announcements, or other items.
14. Ensure your team is aware of any special tasks they may need to perform. Ex: A volunteer should be prepared to take photos. Another volunteer should be prepared with maps and other forms as necessary.
15. If using games or activities, collect these items in advance. Assign 2 volunteers to coordinate the setup, management, and clean-up of these activities.
16. To collect the "Be the Change" fee, you'll need coin rollers to count and collect the change. You will also need tote bags or bins durable enough to hold and transport the change.
  - b. Another option to offer is to donate in advance and pre-register for the event. This is a great way to measure interest early!
17. Collect decorations so your walkers / riders know where to line up. Use balloons, banners, streamers, etc. If you chose a theme, this is a great way to bring more fun to the walk / ride!
18. Obtain snacks for walkers / riders to offer after. Bottled water, granola bars, and fruit are a few good and cost-friendly options!
19. Walk or ride the route with a friend prior to the event. This will help reduce any confusions, allow for reroutes due to construction, or allow for other changes as necessary.

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20. Assign volunteers with tasks to assist with the event. You'll need volunteers to: take payment / manage the registration table, hang and decorate the area just prior to the event, bring and distribute maps of the routes for participants, assist with walking / riding the routes during the event, assist with clean up afterwards.

## Perform

21. A few hours before the event, print the list of names of those who paid in advance through pre-registration
22. Volunteers assigned decorating should begin a few hours prior to the event starting
23. Place snacks and water in coolers, on tables, or in tote bins for participants
24. Just prior to the event, set up the registration table with two lines ready, labeled "Pre-Registered" and "New Registration" with two volunteers to supervise
25. As guests arrive, give each participant a wristband to signify their involvement in your walk / bike ride!
- If guests state they were pre-registered, simply check their name off
  - If they did not pre-register, collect their fee / change
26. One of the team members can now use the loud speaker to announce updates such as: remember to register and obtain a map, ensure bikers are wearing their helmets, announce who is leading the walk / run from the team
27. A few moments prior to the start, use the loud speaker to advise participants to begin lining up / gathering near the team members who are leading the walk / ride
28. Count the money you made for your volunteer project. If you collected more than your project requires, donate the remaining funds to a nonprofit organization that benefits the community your project aims to serve!

## Accounting Table

(use to calculate how much was collected):

Example:

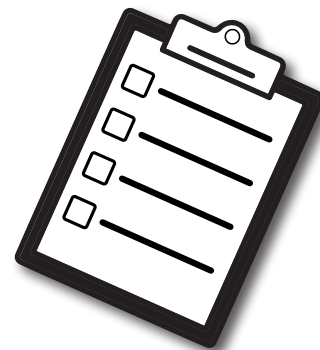
CURRENCY	COUNT	CALCULATE	TOTAL	CURRENCY	COUNT	CALCULATE	TOTAL
Quarters		X .25		Quarters	516	X .25	\$ 129.00
Dimes		X .10		Dimes	864	X .10	\$ 86.40
Nickels		X .05		Nickels	1194	X .05	\$ 59.70
Pennies		X .01		Pennies	7970	X .01	\$ 79.70
Ones		X 1		Ones	118	X 1	\$ 118
Fives		X 5		Fives	12	X 5	\$ 60
Tens		X 10		Tens	18	X 10	\$ 180
Twenties		X 20		Twenties	12	X 20	\$ 240
Fifties		X 50		Fifties	2	X 50	\$ 100
Hundreds		X 100		Hundreds	0	X 100	\$ 0

$129.00 + 86.40 + 59.70 + 79.70 + 118 + 60 + 180 + 240 + 100 = \$1052.80$  - \$200 (Cost of Snacks / Materials) = **\$852.80**

## Be the Change Checklist

### Plan

- ☐ Choose between a walk, bike ride, or both
- ☐ Choose location to hold the walk / ride
- ☐ Contact location and confirm date and time
- ☐ Plan a back-up location in the event of poor weather
- ☐ Decide on a theme for the walk (if desired)
- ☐ Decide on games / activities for afterwards
- ☐ Post on social media or create flyers if desired to advertise
- ☐ Coordinate with a volunteer to photograph the event



### Prepare

- ☐ Create maps / routes
- ☐ Make copies of the route maps for participants
- ☐ Collect equipment, including registration tables, disposable wristbands, loud speaker, decorations, snacks for participants, games / activities, maps, coin rollers, tote bags / bins, and other supplies if using the "Be the Change" fee method, etc.
- ☐ Remind volunteers of their assigned tasks
- ☐ Ensure volunteers know what time they are expected to arrive
- ☐ Continue to advertise via flyers, social media, your own personal website, etc.
- ☐ Walk or ride the route prior to the event to ensure accuracy of maps
- ☐ Test microphone and any other equipment (just prior to the event)



### Perform

- ☐ A few hours before the event, print names of those that pre-registered
- ☐ Set up registration tables and decorate area
- ☐ Label two registration lines, "Pre-Registered" and "New Registration"
- ☐ Give each participant a wristband as they register or confirm pre-registration
- ☐ Announce line up, begin walk / ride
- ☐ Count the money you made for your volunteer project
- ☐ At the end of the event, clean up all materials, including disassembling games
- ☐ Fill out the [reporting form](#), ensure volunteers uploaded any photos, and celebrate!



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## Example:



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