

TEAM CAPTAIN TOOLKIT

Inland Valley Down Syndrome Association

Sunday, October 15, 2023



**Meet IVDSA's
Buddy Walk 2023
Grand Marshal
Amira**

with Amira's Pinky Promise

HELLO & WELCOME

Welcome to the IVDSA Buddy Walk 2023! We are excited to have you on board and cannot wait to celebrate loved ones with Down syndrome together. This event is more than just a walk – it's a festival that brings people together and spreads joy. Together, we can make a positive impact and celebrate the abilities and achievements of individuals with Down syndrome.

As a team captain, you play a crucial role in promoting your team and encouraging others to join. We understand that whether it's your first year or you've been participating for many years, each step you take makes a difference. We're here to support you every step of the way.

To help you spread the word and engage with others, we've prepared some valuable resources. These resources will assist you in promoting your team and the IVDSA Buddy Walk. Remember to use the hashtags #IVDSABuddyWalk2023 and #IVDSA on social media. By including these hashtags in your posts, we will be able to see and share your updates, creating a sense of community and excitement.

Thank you for being a leader in our efforts and for championing the cause. We appreciate your dedication and commitment. Let's make this year's IVDSA Buddy Walk a memorable and inclusive event for everyone.

WHAT'S INCLUDED

Get ready for FUN! All you have to do is show up with walking shoes and a smile - we take care of the rest! You'll find a variety of exciting and fun activities for the whole family!

Registration for IVDSA Buddy Walk includes access all the activities in the park! Meals will be provided by Kiwanis Club and will be available for purchase on the day of event.

- * Superheroes, Princesses and Star Wars
- * Characters Face painting & Temporary Tattoos
- * Pumpkin Decorating & Make your own terrarium *
- * Two Obstacle Courses (0-5) and 5+
- * Live DJ
- * Resource Tables
- * Meals, Snacks & treats

Schedule for the Day

10:00AM: On-site Registration & Event Open

11:30AM: Walk Begins

2:30PM: Silent Auction Closes

3:00PM: Celebration Concludes



WALK ROUTE

The Walk begins at 11:30am from the Registration area out onto Yale and head (North) to Foothill Blvd. We then take a left (West) down Foothill Blvd to Indian Hill and head south to 8th street. On 8th Street we turn left (East) and return where we started. The walk is about 1/4 of a mile long.



REGISTRATION

Have Questions about Registration?

Register at WWW.IVDSA.ORG

- Registration is \$40 and includes a meal and T-shirt (must register by 9/22 for guaranteed shirt)
- To register on-line visit www.ivdsa.org and select Buddy Walk on the main page. You will be directed to Classy where you will select create a team to start your team or have new members select join a team if the team is already created.
- Personalizing your team page. You can add a picture and story to help your team get noticed. You can then share personalized links that will guide your supporters directly to your page. It's a great opportunity to share your recent triumphs with family, friends and co-workers.
- Once you have a team page, you can duplicate it to Facebook and Instagram to boost your reach and provide an even bigger impact.



GET SOCIAL  

WHAT IS A TEAM

A team is made up of friends, family, co-workers and loved ones to walk with you!

- 1 Appoint a team captain! This person will lead the team.
- 2 Name your team (get creative)
- 3 Register your team, recruit walkers, and start fundraising!



TEAM PHOTOS

Gather your team as photographers will be available throughout the park photographing the day. Remember to make a plan to meet your team at a certain time. Digital copies of the photos will be released via the newsletter after the walk.



GRAND MARSHAL

The Grand Marshal is the single most honorable job of the day at the IVDSA Buddy Walk! Each year, a Grand Marshal is selected to lead the walk and kick off the party!

The Grand Marshal is the team who raises the most funds the previous year.

Grand Marshal duties include a morning welcome on the stage and leading the the walk. Being selected as the Grand Marshal also comes with the privilege of having bragging rights for the entire year. It's a recognition of the team's outstanding fundraising efforts and their dedication to the cause. This recognition can serve as motivation for others to get involved in the future and continue supporting the IVDSA Buddy Walk.

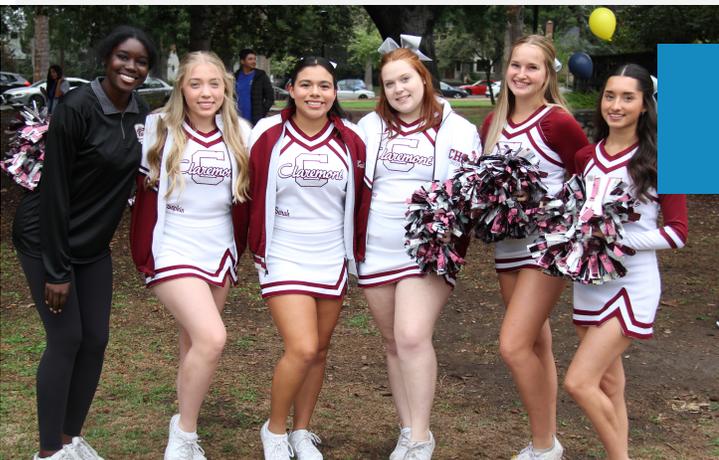
RESOURCE TABLES

The resource tables at Buddy Walk provide information and support tailored to individuals with special needs and their families. Various organizations and service providers showcase their resources, offering educational, healthcare, therapy, and community support options. Attendees can gather information, make connections, and find the resources they need to enhance the lives of their loved ones with special needs.



VOLUNTEERS

It takes approximately 100 volunteers to make IVDSA Buddy Walk possible and we can't do it without them. You can help by referring volunteers. No group of volunteers is too big or small. Sign up to volunteer! Contact Molly at Molly@ivdsa.org for more information.



SILENT AUCTION



We are currently seeking donations of goods, services, or experiences that can be auctioned off during the event. Your contribution could make a significant impact and help us achieve our fundraising goals. Whether you have a unique item to donate, access to exciting experiences, or a valuable service to offer, your generosity will be greatly appreciated.

If you would like to make a donation to our silent auction, please contact Lourdes at Lourdes@ivdsa.org by September 22, 2023. We would be more than happy to provide additional information and answer questions.

IVDSA BAKERY

PLEASE CONTACT US AT Kimberly@ivdsa.org. Your generosity will make a difference!



SPONSORS

Please share our sponsorship packet that outlines the various sponsorship levels and associated benefits. It provides a unique opportunity for your company to gain exposure, enhance brand recognition, and connect with our diverse audience.

If you are interested in becoming a sponsor or have any questions, please reach out to me, Lourdes, at Lourdes@ivdsa.org.

TEAM CAPTAIN RECRUITMENT & FUNDRAISING



RECRUITMENT CHECKLIST

I have...

- Set my team recruitment goal
- Help in organizing and motivating my team.
- Posted information about my walk team on social media (Facebook, IG)
- Personalized my email signature so others know I am walking and recruiting.
- Personally asked individuals to join my team.
- Encouraged team members to recruit at least one new team member to join.



FUNDRAISING CHECKLIST

I have...

- Set my team goal and shared it with team members.
- Personalized my personal and team page.
- Familiarized myself with the Team Captain Toolkit? and the Walk Webpage for updated info this year.
- Asked my company or organization to make a? donation to our team.
- Asked my team members and donors if their? companies have a matching gift program. If so, I? have encouraged them to spread the word about? donating and matching funds.
- Planned at least one fundraising event for my team? (e.g. bake sale, car wash, etc.).
- Told my team the date of IVDSA Buddy Walk and delegated responsibilities to them.
- Led by demonstration and made a donation to my team before I ask others to donate.
- Asked each team member to personalize their fundraising page and send 5 emails to potential donors.
- Connected my walk team to a Facebook fundraiser



INLAND VALLEY
DOWN SYNDROME
ASSOCIATION

Help my team reach our fundraising goal for the
IVDSA Buddy Walk 2023

B I N G O

\$15	\$16	\$31	\$47	\$62
\$6	\$29	\$35	\$51	\$65
\$12	\$25	\$40	\$55	\$75
\$9	\$18	\$41	\$48	\$71
\$10	\$21	\$45	\$60	\$74



E-MAIL TEMPLATE requesting support for your team. [FORMAL]

Subject: Join Our Team for the Down Syndrome Buddy Walk 2023 and Make a Difference!

Dear **[Family/Friend's Name]**,

I hope this email finds you well. I am reaching out to you today with an exciting opportunity to support a cause that is very dear to me and close to my heart.

As you may know, October is Down Syndrome Awareness Month, and to commemorate this special occasion, Inland Valley Down Syndrome Association is hosting Buddy Walk 2023. This event is aimed at raising awareness, celebrating individuals with Down syndrome, and promoting inclusivity and acceptance.

I am thrilled to announce that I have formed **[insert team name]** a team for the Buddy Walk, and I would be honored if you would consider joining us. By becoming a member of our team, you will not only be showing your support for individuals with Down syndrome but also making a positive impact on their lives and the lives of their families.

The Down Syndrome Buddy Walk 2023 will take place on **Sunday, October 15th**, from 10am to 3pm. The walk itself will begin at 11:30am, and it promises to be a heartwarming and joyous event. It is an opportunity for us to come together as a community, celebrate the unique abilities of individuals with Down syndrome, and raise funds to support essential programs and services that improve their quality of life.

Your participation in the Buddy Walk would mean the world to me, but I also understand that not everyone may be able to join us physically. If you are unable to attend, I kindly request your support through a donation. Your contribution, no matter the amount, will directly benefit the Inland Valley Down Syndrome Association that provides support, education, and resources to individuals with Down syndrome and their families.

To make a donation, please visit our team's fundraising page at **[insert donation link]**. Your generosity will go a long way in making a significant difference!

If you are unable to join us or contribute financially, I completely understand. However, I kindly ask that you help us spread the word about the Buddy Walk. Share our team's fundraising page with your network, family, and friends who may be interested in supporting this important cause. Together, we can reach more people and make an even greater impact.

Thank you for taking the time to read this email, and for considering joining our team for the Down Syndrome Buddy Walk 2023 or supporting us through a donation or sharing our cause. Your support, in whatever form, is greatly appreciated and will contribute to creating a more inclusive and accepting world for individuals with Down syndrome.

If you have any questions or need further information about the Buddy Walk or Down syndrome, please do not hesitate to reach out to me. I am here to provide any additional details you may need.

With heartfelt gratitude,
[Your Name]



E-MAIL TEMPLATE requesting support for your team. [INFORMAL]

Subject: Join Our Team for the Buddy Walk 2023 and Support the Inland Valley Down Syndrome Association!

Hey **[Family/Friend's Name]**!

I wanted to reach out and invite you to join our team **[insert team name]** for the Buddy Walk 2023, supporting the Inland Valley Down Syndrome Association (IVDSA).

The Buddy Walk is happening on Sunday, October 15th, from 10am to 3pm. It's a wonderful event that raises awareness, celebrates individuals with Down syndrome, and promotes inclusivity.

I would be absolutely thrilled if you could join our team or make a donation to support the IVDSA's important work. Every contribution makes a difference!

To join or donate, visit our team's fundraising page at **[insert donation link]**.

Even if you can't participate, please help us spread the word by sharing our fundraising page. Let's make this event a success!

Thank you for considering this meaningful opportunity.

Best regards,
[Your Name]



Dear Friend,

On Sunday the 15th of October, the Inland Valley Down Syndrome Association will hold its much anticipated, eighth annual Buddy Walk and Family Festival. For the past seven years about 800 guests from the Inland Valley and surrounding area have made their way to Memorial Park in Claremont, CA, to enjoy a unique event that takes place once a year. At Buddy Walk, guests will feast on meals available for purchase, created by Claremont Kiwanis Club and volunteers. Live DJ, the reptile guy, character performers, carnival games, face painters, and arts & crafts will provide the day's entertainment.

For the past seven years we have been amazed and humbled by the success of our event. This year we write to you to help make our eighth annual IVDSA Buddy Walk a triumph equal to the last seven years. We are seeking a donation by way of sponsorship, product/service donation for our silent auction. In recognition of your generous donation, we're pleased to promote you in accordance with your sponsorship level. Any donation you might offer is greatly appreciated and will go far in ensuring the event's success.

Please help make this year's event another huge success! By donating to this year's Buddy Walk you will be directly helping us support individuals with Down syndrome. Our collective gratitude can be found in the smiles of hundreds of individuals that will be benefiting from our programs every week. Please contact me directly with any questions.

Thank you in advance for your kindness and consideration. Your generosity can truly transform lives.

Please mail your donation to: By September 22, 2023

Inland Valley Down Syndrome Association
C/O: Buddy Walk
10574 Acacia Street Suite D-5
Rancho Cucamonga, CA 91730

Warm Regards,
Lourdes Jovel-Acock
Lourdes@ivdsa.org
833.483.7221 Ext. 805



Inland Valley Down Syndrome Association 8th Annual Buddy Walk®

Sunday, October 15th, 2023

SPONSORSHIP INFORMATION

The Buddy Walk® is a walk designed to promote the acceptance and inclusion of individuals with Down syndrome. It is a family-friendly event where supporters form teams to support their Buddy with Down syndrome.

All money raised stays in the local community and is used to support current and future programs. IVDSA provides new parents with a support network, as well as educational opportunities, inclusion programs, and programs that develop social skills.

Why Support IVDSA? The mission of the Inland Valley Down syndrome Association is to inform, connect and inspire individuals with Down syndrome, their families and the communities in which they live through support, education, social experiences and advocacy.

As an all volunteer organization, your contribution further supports the mission of IVDSA. Join us for the best way to walk in awareness, celebrate together, play games, eat good food and build memories with your family, friends and loved ones. Make a difference!

Questions? Contact Leann Stepp at 833-483-7221 x 812 or by email at Leann@ivdsa.org

*** Sponsorships opportunities are on a first come first serve basis and available through September 22, 2023.

- **Grand Sponsor \$2,500 (1 sponsorship available)**
 - >> Four (4) walker registrations and Buddy Walk t-shirts
 - >> Buddy's name or Company name on signage at the event & shirts
- **Blue & Yellow Sponsor \$1,000 (1 sponsorship available)**
 - >> Buddy's name or Company name on a medium sign & shirts
- **Water Sponsor \$250 (1 sponsorship available)**
 - >> Buddy's name will be posted by the water station
- **Chip Sponsor \$250 (1 sponsorship available)**
 - >> Buddy's name will be posted by the chip station
- **Photo Booth Sponsor \$250 (1 sponsorship available)**
 - >> Buddy's name will be posted by the photo booth station
- **Game Zone Sponsor \$50 (6 sponsorships available)**
 - >>> Buddy's name will be posted by the game station
- **In-Kind Sponsorships**

In-Kind donors donating 500 items for our goodie bags or silent auction items over \$250 will be recognized on select event signage and the Buddy Walk t-shirts. Please contact Lourdes Jovel-Acock at Lourdes@ivdsa.org or 833.483.7221 x805 with any questions.



2023 IVDSA BUDDY WALK SPONSORSHIP FORM

COMPANY INFORMATION:

Company Name (as it will appear in publicity): _____

Company Website (link from our website to yours): _____

Company Contact Person: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

In Recognition of: (Optional) _____

T-Shirt size(s) requested: _____

SPONSORSHIP LEVEL:

Please indicate sponsorship level:

Grand Sponsor
\$2,500 (1 sponsorship available)

Blue & Yellow Sponsor
\$1,000

Water Sponsor
\$250

Chip Sponsor
\$250

Photo Booth Sponsor*
\$250

Game Zone Sponsor
\$50

Supporter
\$ _____

In-Kind Donor Product Description: _____

*For company name/logo to appear on event materials, please email a high resolution logo (eps, ai or pdf file) to Lourdes@ivdsa.org by September 22, 2023.

SUBMIT BY MAIL:

Please send this form and your check made payable to MDSA by September 22, 2023:

Inland Valley Down Syndrome Association Attn: MDSA Buddy Walk 2022

10574 Acacia St. D-5 Rancho Cucamonga, CA 91730



Dear Friend,

On Sunday, October 15th, 2023, the Inland Valley Down Syndrome Association will host the IVDSA Buddy Walk, an event that brings together families and individuals to celebrate and support the Down syndrome community. We are reaching out to you today to request your support in the form of product donations for goodie bags that will be given to the attendees of the event.

Over the past seven years, the Buddy Walk has become a highly anticipated annual gathering, attracting approximately 800 guests from the Inland Valley and surrounding areas. This year, we aim to make our eighth Buddy Walk an even greater success. The event will feature various activities, including a delicious meal provided by the Claremont Kiwanis Club and volunteers, a live DJ, performances by character entertainers, a reptile exhibition, carnival games, face painting, and arts and crafts.

To ensure the success of the Buddy Walk, we are seeking donations by way of product contributions for at least 500 attendees for our goodie bags. Your generous support will play a vital role in making this event truly memorable for the attendees and their families. In appreciation of your contribution, we are pleased to offer your company logo on our T-shirts and event signage.

By supporting this event, you will directly contribute to our mission of supporting individuals with Down syndrome and their families. The impact of your generosity can be seen in the smiles and joy that our programs bring to the lives of hundreds of individuals each week.

If you have any questions or require further information, please do not hesitate to contact me directly. I would be more than happy to provide any additional details you may need.

To contribute to this worthy cause, please mail your donation to the following address by **September 22, 2023**:

Inland Valley Down Syndrome Association
C/O: Buddy Walk
10574 Acacia Street Suite D-5
Rancho Cucamonga, CA 91730

Thank you in advance for your kindness and consideration. Your support has the power to transform lives and create lasting memories for our community. Together, we can make this year's Buddy Walk an outstanding event.

Warm Regards,
Lourdes Jovel-Acock
Lourdes@ivdsa.org
833.483.7221 Ext. 805

Goodie Bag Donors
IVDSA Buddy Walk®
Sunday, October 15, 2023

Thank you for signing up to participate as a goodie bag donor for IVDSA's 8th annual Buddy Walk®! Please complete and return this application no later than October 2, 2023. This application will assist us in providing a variety of products for our families.

Name of Organization/Business: _____

Address: _____

Telephone #: _____

Contact Person: _____

Organization/Business Email Address: _____

Product being donated & quantity: _____

Please submit payment before October 6, 2023

to: IVDSA

Attn: Lourdes Jovel-Acock - Goodie Bags

10574 Acacia Street, D-5

Rancho Cucamonga, CA 91730

Thank you for making a positive impact on our community! If your organization/business would like to volunteer on the day of the event or become a sponsor in addition to donating for our goodie bag please let us know.

Together, helping individuals with special needs reach their full potential!



Dear Friend,

Inland Valley Down Syndrome Association is pleased to announce our annual Inland Valley Buddy Walk® and Family Festival! It will take place at Claremont's Memorial Park on Sunday, October 15, 2023 from 10:00 a.m. to 3:00 p.m. It is a day of fun for family and friends which includes an awareness walk, food, drinks and entertainment for all. Families from Riverside County, Inland Empire, San Gabriel/Pomona and surrounding areas will be attending this event.

We are delighted to invite your organization to participate as an exhibitor in IVDSA Buddy Walk® this year. The resource booths give parents the opportunity to speak with service providers and programs that are a valuable resource to the Down syndrome and special needs community. Your organization has been recommended as one that our families should be made aware of, and we hope that you will be able to join us for this worthwhile community event.

This year we are asking for a tax-deductible contribution of \$50 for non-profit organizations and \$100 for all other businesses and organizations. For your contribution you will be provided a table and 2 chairs and access to over 1,000 attendees interested in your services. EZ-ups will not be provided but feel free to bring your own. Vending is not possible at Memorial Park. We encourage you to bring signage, visual boards, brochures and anything else that best represents your business and the services you provide. We ask exhibitors to consider offering a carnival game and prizes to families who visit your booth.

Please email Robin at Robin@ivdsa.org to secure your reservation. Feel free to contact me at (833) 483 - 7221 x804, should you have any questions. We hope to see you at this years' IVDSA Buddy Walk!

Sincerely,
Robin Boyett
IVDSA Buddy Walk Committee
Robin@ivdsa.org
833-483-7221 Ext. 804



Application for Resource Table

IVDSA Buddy Walk®

Sunday, October 15, 2023

Thank you for signing up to participate as an exhibitor at IVDSA's 8th annual Buddy Walk®! Please complete and return this application no later than October 2, 2023. This application will assist us in providing a variety of organizations and services for families who have children with special needs.

Name of Organization/Business: _____

Address: _____

Telephone #: _____

Contact Person: _____ Phone# _____

Organization/Business Email Address: _____

Brief description of Organization/Business: _____

* Resource tables are assigned on a first-in/first-served basis and include 1-6ft table and 2 chairs.
**** No Vending is possible ****

* You will be contacted within two week of submitting this application if approved.

* Resource table fee:

\$50 for non-profits includes 2-meals and 2-tshirts (please notify if assistance is needed)
\$100 for all other organizations/businesses includes 2-meals and 2-tshirts

Please submit payment before October 2, 2023

to: IVDSA

Attn: Robin Boyett - Resource Tables

10574 Acacia Street, D-5

Rancho Cucamonga, CA 91730

Thank you for making a positive impact on our community! If your organization/business would like to volunteer on the day of the event or become a sponsor in addition to having a resource table, please let us know.

Together, helping individuals with special needs reach their full potential!

**INLAND VALLEY DOWN SYNDROME ASSOCIATION & CITY OF CLAREMONT
HOLD HARMLESS / INDEMNIFICATION AGREEMENT**

The undersigned resource table applicant agrees to and shall indemnify, defend and hold harmless **INLAND VALLEY DOWN SYNDROME ASSOCIATION** and **CITY OF CLAREMONT**, its agents, officers, elected and appointed officials, employees and volunteers against any legal proceeding in law, or equity, and shall further indemnify, defend, and hold harmless **INLAND VALLEY DOWN SYNDROME ASSOCIATION** and **CITY OF CLAREMONT**, its agents, officers, elected and appointed officials, employees and volunteers from and against any and all claims, liabilities, demands, suits, judgments, expenses, costs, and other legal expenses of every kind to which **INLAND VALLEY DOWN SYNDROME ASSOCIATION** and **CITY OF CLAREMONT** may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, arising from the conduct of any participant, invitee, attendee, sponsor or any third person who is or is not an invitee, attendee, participant, or sponsor of the event.

Event: **IVDSABuddy Walk 2023**

Date of Event: **October 15, 2023**

Agency: _____

Name/Title (please print)

Signature

Date

Name/Title (please print)

Signature

Date

Name/Title (please print)

Signature

Date