



Welcome to the 2011 Walk to End Alzheimer's! Registration and Donations

Thank you so much for your hard work and support - we have a great day planned! Below we have included some helpful information about the check-in process and what we can all do to make it run as smoothly as possible.

- **All participants in Walk to End Alzheimer's must be registered**, either by completing their registration online more than 24 hours prior to the Walk, or by filling out the Registration Form that is available today.
- **All children must also be registered.** You can register children by filling out a [Registration Form](#) for each child attending, *or* by filling out the provided [Registration Stickers](#) and affixing the sticker to your own Registration Form. Please only use these stickers for children and/or individuals for whom you are a guardian.
- **Please use the Donation Envelopes provided for all money turned in today. Our volunteers will not count this money today. Please seal and sign your envelope across the seal before you turn it in. Our volunteers will also sign it. The money will be counted in our office in the presence of multiple staff. We will contact you if there is a discrepancy.** In order to properly credit an individual participant or a team with the money they raised, all money submitted should be turned in using one of the Donation Envelopes provided.
 - If the name of the participant is listed on the envelope, then the participant will be credited with the donation and the team will also get credit for the donation collectively.
 - If only a team is listed, the donation will be credited to the entire team and will not be credited to any specific participant on that team.
- **All registrations and donations made online in the 24-hour period prior to the Walk may not be reflected in our check-in records.** If you registered online in the last 24 hours, please fill out a registration form today to ensure we have your participation recorded. If you received a donation online in the last 24 hours, please advise the person you check-in with.
- **Participants who raise \$100 or more will receive an official Walk to End Alzheimer's T-Shirt.**
- **Participants who raise \$500 or more will also receive an official Champions' Circle long sleeve T-Shirt.**
- **Thank you letters/Tax letters.** In order for somebody who has made a donation to receive a thank you letter directly from the Alzheimer's Association, we must have their full name (first and last) and a mailing address. If we do not have this information, we are unable to provide a thank you letter. The thank you letters sent out can also be used for tax purposes.
 - Donors who have submitted a check that includes this information WILL receive a thank you letter. Those who have submitted a check that do not contain this information will not receive a thank you letter.
 - In order to provide a donor who has given a cash donation with a thank you letter, the participant or donor must submit the appropriate information to us, either by using a Donation Envelope or a Donation Form.

Please ask a volunteer if you need any of the above explained further!