



## Buddy Walk 2008 Team Registration Rules & Procedures

- Teams may be school or community-based
- Teams must consist of 10 or more people
- The team that raises the most money will receive a commemorative plaque & special recognition the day of the Walk & in the DSAG bi-monthly newsletter.

In order to qualify for this special recognition, monies raised must be turned in at the Buddy Walk on October 5, or mailed to DSAG, P.O. Box 53575, Knoxville, TN 37950. All pledges must be submitted to DSAG by October 31st.

1. Designate one person to be the Team Captain. This person will be responsible for all registration procedures.
2. Complete a team roster form. All participants, regardless of age must be listed on the roster. A signature is required on the form for the entire team. A parent or guardian must sign for children under the age of 18.
3. Provide each member with a pledge form for collecting pledges prior to the walk. The Buddy Walk registration form can be duplicated as needed. Pledges can be submitted by cash, check, or money order. Checks should be made out to DSAG/Buddy Walk. It is the Team Captain's responsibility to provide receipts or acknowledgements required for tax purposes.
4. All donations should be turned into the Team Captain prior to the Buddy Walk. The captain is then responsible to submit all pledges at one time at the Team Registration table the day of the walk. Team roster and sponsor forms should be turned in for any further group acknowledgement.
5. Buddy Walk T-shirts will be available for purchase for \$4.50 each. T-shirt quantity & t-shirt money (not pledge money) must be turned in with the team registration by October 1st in order for teams to receive shirts day of walk. **Team registration and t-shirt order/money must be turned in no later than Monday September 1<sup>st</sup>.** A limited number of t-shirts may be available the day of the walk for purchase. Teams may also design their own t-shirt.
6. We do not allow "Double Dipping" for pledges received. Team participants will NOT qualify for individual prizes because they are part of a team. Likewise, individuals who designate their monies toward an individual with Ds forfeit the chance to qualify for individual prizes.

If you have questions as a Team Captain, please contact DSAG at 865-905-2968 or [bw@dsagtn.org](mailto:bw@dsagtn.org) for more information about Buddy Walk Team policies.



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