

Welcome to the Arthritis Foundation's Volunteer Training. The documents on the Walk to Cure Arthritis Committee Corner are a compilation of information to help you and your committees conduct a successful Walk to Cure Arthritis.

Each Walk is a volunteer driven, staff supported event. The Arthritis Foundation relies upon the volunteers from the community help the Arthritis Foundation and our staff implement a successful Walk to Cure Arthritis fundraising event.

The documents in the Committee Corner are tools to help you in this process. All of the information is compiled from experience from many volunteers and their years of experience. We encourage you to use these documents as a foundation on which to build. You may find that you need to adapt different ideas to fit your community. The information that is provided should be used to help you get started. What you do from there is up to your imagination and creativity.

Volunteers are **the key** to making the Walk to Cure Arthritis a true success. Volunteers like you are needed to fill different committee roles and to help the overall event be successful. To help better understand what the different committee positions are, here is a brief outline of each volunteer position and their role on their respective committees:

Event Chair: The Event Chair manages the logistics, marketing, mission/advocacy, and team development committees for the Walk. The Event Chair also works closely with the staff to ensure that all Arthritis Foundation policies are met and that the event will be a success.

Corporate Chair: The Corporate Chair works in partnership with the Event Chair and the Arthritis Foundation staff partner to generate new revenue and help the Walk to Cure Arthritis achieve financial success. The Corporate Chair leads the Revenue and New Team Development Committees to help manage new team and sponsorship recruitment.

Team Development Chair: The Team Development Chair is responsible for managing the team recruitment and retention process. This person will lead a brainstorming session with the Walk Committee to develop a plan of recruitment and retention for teams. They will delegate the responsibility of recruiting teams to committee members and follow up on team recruitment progress. This person may work closely with the Corporate Chair and his/her Revenue Committee.

Sponsorship Chair: The Sponsorship Chair is responsible for managing sponsor recruitment. This person will lead a brainstorming session with the Walk Committee to develop a plan of recruitment for sponsors. Afterwards, this chair will delegate potential sponsors to members of the Sponsorship Committee to recruit the sponsors and report back to the Event Chair. This person may work closely with the Corporate Chair and his/her Revenue Committee.

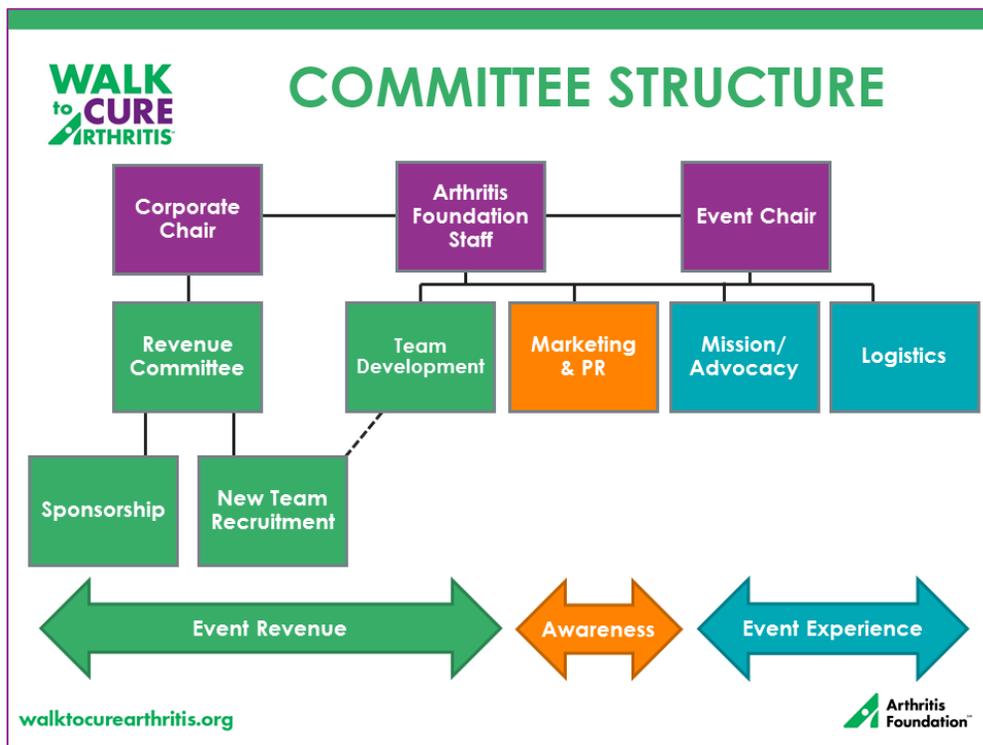
Marketing & Public Relations Chair: This Chair is responsible for informing the public of the Walk to Cure Arthritis through the media and working with the Arthritis Foundation staff person to ensure consistent, effective communications are distributed to the media and the public.

Mission & Advocacy Chair: The Mission & Advocacy Chair is responsible for ensuring the mission of the Arthritis Foundation is carried out through all events related to Walk to Cure Arthritis. This Chair will build partnerships with community partners to enhance the mission at the Walk event.

Volunteer Training Introduction

National Walk to Cure Arthritis Volunteer Committee: To help provide further guidance and to answer any questions, we are very thankful to have a group of dedicated volunteers from around the country that are a part of the National Walk to Cure Arthritis Volunteer Committee. All of these volunteers have been and are currently volunteer leaders at their local Walks, but also serve on the national committee to assist other volunteers and to help provide feedback to the Arthritis Foundation. This group of volunteers also hosts training webinars and conference calls for staff and volunteers around the country. Be sure to check the Volunteer Resource Center main page for upcoming events.

Arthritis Foundation Staff: Staff members are personnel who work either at the national or local level. They are paid employees of the Arthritis Foundation and work on the Walk and all fundraising events for the Foundation. In addition, the Arthritis Foundation staff member assists with any issues or questions the public may have about arthritis in general.



The training documents for all Volunteer Chair positions can be found in the Committee Corner section of the Walk to Cure Arthritis website. You are encouraged to read over all duties to familiarize yourself with overall event. Should need additional assistance, your staff partner or the National Volunteer Committee will be excellent resources.

The Walk to Cure Arthritis is the signature fundraising event for the Arthritis Foundation. Each of us at the Arthritis Foundation, staff and volunteers alike, would like to extend our sincere appreciation for your dedication to making your Walk a successful event.

Thank you!