This is a brief outline of helpful materials to use and a general overview of steps to take that will help you stay on track leading up to the Walk to Cure Arthritis event.

I. Arthritis and Walk to Cure Arthritis Facts
   • Arthritis Foundation Facts
     ▪ 50+ Million people have arthritis
     ▪ 1 in 5 adults and 300,000 children are affected
     ▪ Arthritis is the most common cause of disability
     ▪ Arthritis costs the US economy $128 billion
   • Where Does the Money Go?
     ▪ Support Programs
     ▪ Public Policy
     ▪ Research
   • Walk to Cure Arthritis Fact Sheet – National Statistics
     ▪ More than 60,000 participants each year
     ▪ 100 Walk to Cure Arthritis events across the country
     ▪ In 2013, almost $10 million was raised

II. Teams
   • What is a team? Any group of people working together to raise money.
   • All teams have a Captain for every 10 people on the team, to help organize donations and act as the liaison between the team and the Arthritis Foundation

III. Team Development Chair Job Description
   • Recruitment Responsibilities
     ▪ Five subcommittee members to assist in team recruitment
   • Retention Responsibilities
     ▪ Two to three subcommittee members to assist in team retention
   • Meeting Responsibilities
     ▪ Lead one subcommittee meeting per month, two per month starting six weeks prior to the event
     ▪ Attend monthly Walk Committee meeting – These meetings allow for you to give an update on the progress your subcommittee has accomplished and what your strategies are for the month approaching
     ▪ Attend Walk and be the spokesperson publicly thanking the teams
     ▪ Conduct a kickoff event and two Team Captains Meetings

IV. Once You are Ready to Recruit Subcommittee Members
   • Schedule face to face meeting with potential subcommittee members
   • Review their responsibilities of team recruitment and retention
     ▪ Recruiting, motivating and encouraging Team Captains to recruit and fundraise
V. All Members are Recruited…Next Steps
   • Hold First Subcommittee Meeting
     ▪ Complete Tour of the Town (Community Assessment) – Brainstorm, see who knows whom
     ▪ Build a key contact working list
     ▪ Set your goal for how many new teams the committee will help recruit
     ▪ Set meeting dates
     ▪ Review team captain materials
   • Other Committee Meetings
     ▪ Each member should give a progress report and their strategies and targets for the next month

VI. Follow Up
   • Follow up with members between meetings to hold them accountable. Do not wait until the committee meetings to talk to your members.

VII. Once a Team Captain is Signed Up
   • Invite to team captain meeting
   • Encourage early team member recruitment
   • Encourage team fundraising

VIII. Team Captain Meetings
   • Goal is for three meetings
     ▪ #1 What is Walk
     ▪ #2 Fundraising Ideas
     ▪ #3 Last Minute Info
   • Agenda
     ▪ Local and national statistics
     ▪ Personal story
     ▪ Walk video
     ▪ Fundraising ideas should be included in all three meetings
     ▪ Questions & answers
     ▪ Extra materials provided

IX. Team Captain Kickoff Celebration
   • Introduces the Arthritis Foundation to the local community through Walk
   • The kickoff focus is to recruit more Team Captains and participants
   • Invite all prospects and current Team Captains and community leaders
   • This event is fun and high energy
   • Event is held at least eight weeks prior to the event