

Alzheimer Society

SOUTHWEST PARTNERS



Alzheimer Society



WALK IN A BOX GUIDE

How to host your very own walk



Contents

Thank you!.....	3
Walk in a Box – Instructions.....	4
How does a <i>Walk</i> in a Box work?.....	4
Walk in a box kit contents and how to use them	5
Memory folio example.....	6
Planning checklist.....	7
Fundraising tips.....	8
Spread the word	8
Post event – what to do with any money raised	9



Thank you!

Thank you for participating in the 2024 *IG Wealth Management Walk for Alzheimer's* in support of the [Alzheimer Society Southwest Partners](#). We are so grateful for your support!

There are over 14,000 people living with dementia across Elgin, Middlesex and Oxford counties and this number is rapidly growing. We all have a role to play in creating a community of support and building a dementia-friendly society that is inclusive of people who are affected by this disease.

You are playing an important role by taking part. Please use this *Walk in a Box* kit in any way that works for your facility. We have done our best to make hosting a *Walk* an easy and enjoyable experience for you. If you have any questions along the way, please don't hesitate to ask. Together, we will make memories matter!



Walk in a Box: Instructions

Within the *Walk in a Box* package, there are materials for you to facilitate a walk to support Alzheimer's disease and dementia within your facility. Collectively, we encourage you to 'walk' 14,000 steps within the month of May. The total steps represent the number of individuals living with Alzheimer's disease in Elgin, Middlesex and Oxford Counties.

Now, more than ever, we recognize the importance of connecting with family and strengthening the bond with them. We encourage families to actively participate in the "Walk" with their loved ones. Within the box, we have organized activities to recognize past memories and foster new ones.

How does a *Walk in a Box* work?

- Read through the kit, ask others to help out, and create your *Walk* plan.
- Host a *Walk* at your location and have fun!
- Send in your donations and paperwork to one of the Alzheimer Society Southwest Partners offices <https://alzswp.ca/contact-us/> or contact Mike Wojtowicz (michael.wojtowicz@alzswp.ca) to arrange pickup.
- Pat yourself on the back – you did it! Thank you.



Walk in a Box kit contents and how to use them.

Within the *Walk in a Box* kit please feel free to utilize the additional supplies provided (coin boxes, colouring pages, seeds etc.) to help with program engagement, raffle prizes, donations, and participation amongst the residents.

Walk in a Box Kit Contents

- ✓ One *Walk in a Box* guide (what you're reading 😊)
- ✓ **Pledge forms** to record your donations if you collect them. Please remember to print clearly so we know who to make the tax receipt out to.
- ✓ **Memory Folio pages** We suggest beginning the Walk in the box with families filling out the Memory Folio with their loved ones. On the next page there is an example of the Memory Folio, drawn by a 10-year-old girl, sharing a memory of her grandmother who has Alzheimer's.
- ✓ **Posters** to advertise your event.
 - ✓ "Walk in a Box" poster
 - ✓ "Our goal" poster
 - ✓ "I'm Walking for" sign

Feel free to photocopy forms and posters and contact us if you need more of the supplies listed above!

Memory Folio Example

MEMORY FOLIO

My favourite memory with grandma is
putting decorations on the Christmas
tree and putting on the star on top
of the tree.





Planning Checklist

1. **Where?** Choose your *Walk* site (a park, your school, your care home, etc. Bad weather season? Walk indoors!)

2. **When?** Decide on your event's date and time. Your *Walk in a Box* can take place anytime. Aim for a time when the most people are available to join in!

3. **What?** Plan your event day details. Will you host a walk on its own, or add a BBQ or morning/afternoon tea to increase fundraising and fun? What supplies do you need to make your event a success? Take a look at the supplies included in your *Walk in a Box* kit. If you need more of the provided supplies, please let us know.

4. **Who?** Get in touch with volunteers to help bring your event to life. If you plan to walk, you may need extra hands to push wheelchairs or strollers, hand out water, collect money, cheer, etc.

5. **Who else?** Spread the word about your *Walk in a Box* far and wide! Use the press release template so local media can help tell your story.

Fundraising Tips

Set a goal for your *Walk* and track your progress on a poster for all to see!

Think of fun challenges or friendly competitions to motivate giving (i.e. the recreation manager will shave their head if we raise \$X)



Important: keep your donations and donor information secured at all times! Keep all cheques and records in a locked place.

For more fundraising tips, visit our website at walkforalzheimers.ca.

Spread the Word



Customize your posters with your event details and place them in high traffic areas!

If you have a newsletter or e-newsletter, be sure to mention your *Walk* in a Box there. Don't forget to send a little reminder closer to the day too. Share your event details on your website, Facebook and other social media accounts. Invite people to join or make a donation.

Invite local schools, churches, and community groups to attend. This event is great for all ages! If you'd like to invite the public to your event, let the Society know and we'll list your event the *IG Wealth Management Walk for Alzheimer's* website.

Community involvement is the key to success. Make sure to invite as many people as possible to attend and make a difference in the lives of people living with dementia.



Stay Connected

Please help us spread awareness by sharing pictures, videos and stories on social media using the hashtag **#IGWalkforAlz** and tag **@AlzSWP** to show us how you are celebrating walk day.

Post Event: What to do with any money raised?

If you've collected donations, please contact **Mike Wojtowicz** at 519-680-2404 ext.156 or michael.wojtowicz@alzswp.ca to arrange for pick-up or drop off. For donors wanting a tax receipt, please ensure name and address information is collected.

Celebrate your success!

Thank you for your efforts to host a *Walk in a Box*! You've made a real difference in the lives of those living with dementia and their caregivers by raising both awareness and funds. We tip our hat to you with our sincerest thanks. Now, go celebrate your success! You've earned it.

If you have pictures and stories to share about your *Walk*, we'd love to see and hear them!

Please email them to:

Cheriss Lansens

Fund Development Coordinator - Events

Alzheimer Society Southwest Partners

cheriss.lansens@alzswp.ca 519-680-2404 ext.159

Thank you in advance for your participation and continued support!