

Alzheimer Society

S O U T H W E S T P A R T N E R S



Alzheimer Society



WALK IN A BOX GUIDE

How to host your very own walk



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Thank you!

Thank you for participating in the 2022 *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 13,000 people living with dementia in our region and this number is rapidly growing. We all have a role to play in creating a community of courage and building a dementia-friendly society that is supportive 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!

Hosting a Walk in the age of Covid: Please be sure that any events you organize follow provincial health regulations and that you maintain safety protocols.



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' 13,000 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 Cheriss Marson (cheriss.marson@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

Event Calendar

There is an Event Calendar with programs for the participants to engage in the Walk throughout the month of May. There is also a thermometer to help you track either your step progress or funding-based achievements.

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 😊)
- ✓ **Event Calendar** with activities for the participants and families.
- ✓ **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.
- ✓ **Forget-me-not paper flower cut outs.** Participants can fill in the name of who they're walking for, then pin them on or create a banner.
- ✓ **Posters** to advertise your event.
 - ✓ "Our goal" poster
 - ✓ "I'm Walking for" sign
- ✓ Forget-Me-Not Seeds to use as you please (e.g. Door prizes)

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 **Cheriss Marson** at 519-680-2404 ext.260 or Cheriss.marson@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 Marson

Fund Development Coordinator

Alzheimer Society Southwest Partners

Cheriss.marson@alzswp.ca 519-680-2404 ext.260

Thank you in advance for your participation and continued support!