



*A Walk-A-Thon
in Support of Individuals
Affected by Domestic Violence in
Our Community!*

Hosted by SOSDV, a non-profit charitable organization and SeaTac Domestic Violence Task Force
Capitan's Packet

Dear Team Leader:

Welcome to our Annual Stepping Out to Stop Domestic Violence Walk-A-Thon and THANK YOU for organizing a team of your friends, family and co-workers! The 2011 SOS Walk-A-Thon will take place on Saturday, September 10, 2011 and will begin at Tyee Educational Complex in SeaTac, Washington. The attached packet of materials will help you with the process.

First, this event is being hosted by the SOSDV, a non-profit charitable organizations and SeaTac Domestic Violence Task Force. All proceeds from this event will be granted to local providers who are committed to providing enhanced services for survivors of domestic violence.

The community based event will provide us with an opportunity to speak out and raise public awareness about the epidemic of violence in our community. A Resource Fair area will be available for providers and sponsors. In addition, a display of Silent Witnesses will return this year as part of an effort to raise awareness about the tragedy of domestic violence. Walkers will carry a sign reading "There is no place for domestic violence in our communities!"

We are very excited about having you, your co-workers, friends, and families join us for our SOS Domestic Violence Walk-A-Thon at the Tyee Educational Complex. Teams are a crucial part of the Walk-A-Thon; the success of the day is ensured with the help and participation of people like you.

We need your help in organizing teams and we need your help in other ways too! We are looking for inspiring stories about families who have overcome tragedy or hardship related to family violence. We are looking for companies and individuals to support the event by becoming a sponsor, encouraging volunteers and providing publicity.

On behalf of all of the participating organizations as well as the victims of family violence that will benefit from our efforts, we extend our heartfelt gratitude to you for your enthusiasm, participation, and support of such an important issue.

If you have any questions, please feel free to call us at 206-250-0772, 206-973-4933 or e-mail to sana-seattle@hotmail.com or chrisp@ci.seatac.wa.us

Oksana Tarantsova, Chairman
SOSDV

For more information please contact SOSDV:

19435 68th Ave S, S-109, Kent, WA 98032

206-250-0772 Fx: 425-251-4996

sana-seattle@hotmail.com

www.sosDomesticViolence.com



September 10, 2011 Tyee Educational Complex in SeaTac, Washington

Domestic Violence is a continuing problem for many families in South King County. It is referred to by many names such as spousal abuse, family violence, intimate partner violence but the ultimate aim of all forms of domestic violence is the same. It is a pattern of behaviors used by one person in a relationship to coercively control the other. Power and control can be maintained using physical, sexual and emotional violence.

There is growing concern about the effects that experiencing domestic violence may have on children. Children who experience domestic violence may develop problems with conflict resolution, self-esteem, trauma reactions and withdrawal.

Our Goals for this Event:

- To raise awareness about domestic violence
- To raise resources to support emergency needs of domestic violence survivors

Walk Schedule:

10:00 am-11:00 am Registration

11:00 am-2:00 pm SOS Walk-A-Thon Resource Fair

Awards Ceremony Following

Facility Information:

Tyee Educational Complex is a public high school campus located in SeaTac, Washington, and is part of the Highline School District. The address is 4424 S. 188th Street. There is ample free participant parking available on the campus.

Directions:

Coming from South on I-5

Take the S. 188th Street/Orilla Road Exit. Make a LEFT onto S. 188th Street and follow that street directly to the school.

Coming from North on I-5

Take the S. 188th Street/Orilla Road Exit. Make a RIGHT onto S. 188th Street and follow that street directly to the school.

Registration:

Individual and Team registrations are welcome. Each participant will be required to pay a \$10 registration fee. Participants who also provide \$20 in sponsorships (for a total \$30) and complete their registration by September 1, 2011 will be eligible for an SOS Domestic Violence T-shirt and other great prizes.

Liability Waiver:

Every participant will be required to sign a liability waiver before the event. The waiver must be signed before the walk and releases organizers from liability for injury or accident caused by, or related to, participation in the walk. The waiver/registration form is available on our website.



Team Leader Information

We hope the following information will help you to organize your efforts but if you need additional information we hope you will contact us at 206-250-0772 or email to sana-seattle@hotmail.com. We want to help you succeed AND we welcome your suggestions to help make the event fun and successful for everyone.

Organizing and Registering Your Team

A team consists of at least five participants. Team members can be anyone – encourage everyone you know to participate. Remember more members equals more fun and more pledges. We suggest you look for folks with a common interest or who work together or live in the same neighborhood. This will take a little outreach.

All registrations are due no later than September 1, 2011 if you wish to qualify for a T-shirt and other prizes. You can register your team in advance or wait until you have recruited teammates and register everyone at one time. Once you register we will provide you with a Team Number which should be included on all future communications.

To register a team you will need to fill out the attached form and return it. Don't stress if you cannot list every member of your team or have opted to recruit after registering – just give us as much information as you have and we will take it from there. Once you have recruited team members please make sure each team member fills out a registration/liability waiver form (to be returned with registration fee) and pledge form. Every member of your team must complete the registration/liability waiver form and pay the registration fee in order to participate – in order to qualify for a free T-shirt and other prizes a minimum of \$20 in additional is required from each participant through pledges or a personal donation. Both forms are provided with the packet (make as many copies as you like) or you can download them from the website.

Next you and your teammates will need to work on obtaining pledges from friends, family, and co-workers. Asking for pledges can be hard for some folks so plan a team event to build spirit and brainstorm ideas for collecting pledges. Host a barbecue and pass the hat or put a donation jar on your desk. There are lots of ways to raise money for those who are not good at asking for donations.

All registration/liability waiver forms, pledge forms registration fees and money raised must be turned in no later than September 10, 2011 to be counted towards an award for the most money raised. There are several categories for these prizes including: Team, DV Task Force Team, Service Club plus Individual and Youth (17 or under) that raises the most money.

Day of Event

You will want to start by holding a quick team meeting to collect all registration forms and pledge money not previously turned in. Once you have met with your Team you can come to the Team Registration Area to finalize your team's registration. You will be asked to provide registration forms, pledge money for all team participants at that time – if your teammates preregistered we will have copies of their forms at the Signup.

Once you have organized and registered your team everyone can relax until Teams are signaled on to begin the Walk.



Fundraising and Promotion Ideas

Collect for the Cause!

A large percentage of money raised for the Walk-A-Thon and the programs it funds comes directly from pledge money collected by individual participants. Please encourage team members to raise pledges. Challenge your team to raise as much money as possible—from hundreds to thousands!!! Remember to be eligible for prizes you must collect a \$10 registration fee and a minimum of \$20 in pledges (total of \$30) for each of your teammates and turn it in by September 1st.

Create a Buzz!

Elicit interest among co-workers, friends, and family by distributing registration forms and pledge sheets and by displaying posters in lunchrooms, lobbies, and elevators. Distribute the enclosed memorandum to all staff and send regular e-mails and voice messages. Ask payroll staff to insert the registration form and pledge sheets with paychecks.

Be Creative!

Your Team can be as creative as your imagination can take you! Challenge Team members by offering awards to top fundraisers. Encourage friendly competition among departments or challenge another Team to see who can raise the most money. Create hats or other apparel to wear on the day of the Walk.

Schedule a Special Event!

Sponsor a Women's Health Awareness Day. Staff from our partners in the SOS Domestic Violence Walk-A-Thon will be glad to come to your place of business to distribute educational materials about domestic violence and provide information about the Walk-A-Thon.

Top questions asked of team leaders

The job of Team Leader is an important and rewarding one. Team members will have lots of questions so we compiled a list of commonly asked questions to help you in keeping your team informed. If we have not answered all of your questions, please feel free to call the SOS Domestic Violence Walk-A-Thon at 206-250-0772 or email us at sana-seattle@hotmail.com. Good Luck!

Q: When do I get my T-shirt?

Prizes will be distributed during registration on the day of the event for those that registered, paid the \$10 registration fee and had a minimum of \$20 in pledges/donations (total \$30 or more). Team Leaders will be given prizes for those participants who qualified when they check in at the Team Registration Area the morning of the event. Make sure everyone gives us the correct size on their registration forms please.

Q: How will teammates find on another on the day of the event?

There are several special booths at the event – Resource, DV Task Force, Silent Witness – pick one and choose a time for everyone to meet at that location.

Q: Can I register on the day of the Event and still participate as a member of my Team?

Yes, late on-site registration will be available but those turning in registration on the day of the event will not receive a free T-shirt. Pledge money turned in on the day of the event will still be considered in the Teams total earned for prizes.

Q: Where can I park my car?

There is ample free onsite parking available.

Q: Can I bring children (YES) Strollers (YES)?

Children of all ages are welcome. Participants are allowed to use strollers. However, please keep in mind that the Walk-A-Thon will be using a public streets so have a safety plan in mind for both children and pets.

Q: Why should I raise pledge money?

Raising pledge money is very important. Every dollar that you raise contributes to efforts to end domestic violence. Proceeds from the SOS Domestic Violence Walk-A-Thon fund programs that raise awareness of domestic violence, provide direct services to victims of domestic violence, and support a collaborative of the South King County Domestic Violence Task Forces.

Q: How do I turn in my pledge money?

You may hand-in your pledge sheet and money when you check-in at the registration area on the day of the Event or you may send the money to the address below. Please make checks payable to: Stepping Out To Stop Domestic Violence and mail to the address below.

Q: Can family members and friends join my team?

Yes! Women, men, children, family members, friends, anyone is welcome to join a team.

Q: Is there a rain date?

No, the Walk/Run will take place rain or shine!

Q: Can we bring pets to the Walk?

Yes, you can bring pets as long as they are on a leash. Please use good judgment and consider the safety of Walk participants when deciding whether or not to bring your pet.



Sample interoffice memorandum

TO: Staff/All employees
FROM: (Insert Team Leader Name)
RE: Stepping' Out to Stop Domestic Violence

(Insert Name of Company)

is forming a team to participate in the Fifth Annual Steppin' Out to Stop Domestic Violence Walk-A-Thon to take place on:

***Saturday, September 10, 2011, 11:00 am
At Tye Educational Center in SeaTac, Washington***

The SOS Domestic Violence Walk-A-Thon is being organized by the SOSDV, a charitable non-profit organization and SeaTac Domestic Violence Task Force. During the event we will focus on offering hope to those living with abuse, celebrating those who have survived abuse, and mourning the loss of those who have died at the hands of their batterers. Our final goal for this event is to raise awareness about domestic violence and to collect funds to support prevention efforts and services for survivors of domestic violence in South King County.

The SOS Domestic Violence Walk-A-Thon welcomes people of all ages. Together we can make a difference and move forward as a community dedicated to eradicating domestic violence in all of its forms.

The SOS Domestic Violence Walk-A-Thon presents an excellent opportunity for you to join the fight for the rights of all people to live free from violence. You can play a critical role in this year's event by walking, raising pledges, and/or making a tax-deductible donation.

To be a part of this special day, simply fill out the attached registration/liability waiver form and return it to me at _____

I hope that you will join your co-workers and me as we participate in this worthwhile event. If you need additional registration/liability waiver forms for family or friends who would like to join the team, or if you have any questions, please call me at _____.

If you are unable to attend the Walk-A-Thon, I hope that you will take an active role by sponsoring a participant on our team.

Thank you for your support and I hope to see you on September 10, 2011!



Team Captain: _____
 Team Name: _____
 Address: _____
 City/State/Zip: _____
 Email: _____
 Phone: _____

Team Information Sheet

Please make checks payable to SOSDV

Walker Name	Address	Phone	Email	Total collected, \$
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SOSDV: 19435 68th Ave S, S-109, Kent, WA 98032
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Registration/Liability Waiver Form

Participant Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

Age _____ (if under 18, please have your parent/guardian sign the waiver below)

Team _____ (if applicable)

Registration Fee and Deadlines

In order to be eligible for a free T-shirt and other great prizes, the Registration/Waiver Form, \$10 registration fee and a minimum of \$20 in donations (\$30 minimum total) must be turned in by September 1, 2011 to the address below. Please make checks payable to SOSDV.

I have enclosed my \$10 registration fee

I have attached my personal donation of at least \$20 to be eligible for great prizes

I have attached a pledge/donation form along with donations collected totaling \$ _____ so I will be eligible for great prizes

I cannot participate but please accept my tax deductible donation of \$ _____

Please charge my credit card in amount of \$ _____

VISA MasterCard Discover American Express

Account Number _____ Expiration Date ____/____/____ Verification Code _____

Billing Zip Code _____ Signature _____

For more information
please contact SOSDV:

19435 68th Ave S, S-109
Kent, WA 98032

206-250-0772
Fx: 425-251-4996
sana-seattle@hotmail.com
www.sosDomesticViolence.com

Release of Liability Waiver

I hereby assume for myself, my heirs and my personal representatives any and all risks which might be associated with participation in the Stepping Out to Stop Domestic Violence Walk-A-Thon (SOSDV Walk-A-Thon) and I further waive, release, discharge and covenant not to sue SOSDV officers, members, sponsors, organizers or other representatives or their successors and assigns, for any injuries or damages of any kind whatsoever suffered by me as a result of taking part in the event and any related activities. I grant full permission for organizers to use my name, likeness or voice as well as photographs, videotapes or quotations from me in accounts and promotions in any medium of this event and of the activities of SOSDV Walk-A-Thon. This permission is perpetual and worldwide.

Date: _____ Participant's Signature: _____

Parent or Guardian Signature (if under 18): _____