

# Down Syndrome Walk Arizona Step Right Up November 23, 2024



## Volunteer Handbook

# The Mission We Uphold

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Our mission at DSNetwork is to educate, support and advocate for those in our community touched by Down syndrome.

DSNetwork achieves this goal through an open, supportive and collaborative network that connects individuals and families with needed resources and information.

Our vision: A community that embraces, supports and inspires individuals with Down syndrome to live healthy, self-determined and fulfilling lives.

# A Message to Our Valued Volunteers

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We are thrilled you have chosen to volunteer with Down Syndrome Network! Our volunteers are a vital part of the Down Syndrome Walk and spreading awareness and acceptance of those in our community with Down syndrome. This packet includes details about the role and responsibilities for our DS Walk AZ volunteers.

If you have any questions, please contact Lori at [lori@dsnetworkaz.org](mailto:lori@dsnetworkaz.org) or text/call **503-313-4453**.

We look forward to seeing you at the Down Syndrome Walk Arizona on November 23. Thank you!

# Contact Information for All Volunteers

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## DAY OF CONTACTS:

Lori Matlock - Volunteer Captain (503) 313-4453

Mandy Rivas - Parade Captain (480) 290-8064

Jennifer O'Connell - Vendor Captain (480) 347-7070

Brenda Quinones - Registration Captain (520) 483-6106

# ASU Parking



Free ASU Parking will be located SOUTH of UNIVERSITY DRIVE until 2PM.

Consider utilizing the Park and Ride available with the Light Rail. Your stop would be University Dr/Rural Rd.



DSNetwork Walk Registration & Block Party Tent



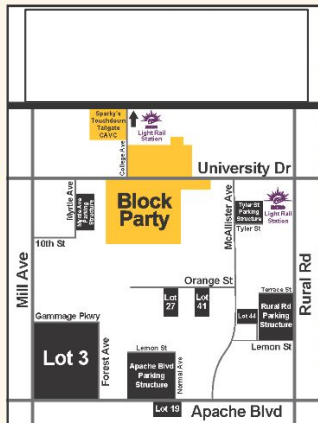
Parade Starts Near Myrtle Ave. Meet Walk Team @9:00am

# Circus theme, Ambassadors, Team Signs



# KEY: Event begins @ 9:00am with Parade

- First Aid
- Bike Parking
- Information
- Restrooms
- Water Station
- Drinking Fountain Inside
- Hose w/ filter
- Private Receptions & Reunions
- Concessions
- Stages
- Self Photo Op
- Pitchfork Path (Indoor Exploration)



generously sponsored by:

Cultural Affairs



Gammage



## Satellite Map - ASU Block Party Location - DSNetwork







Uturn to block party @ McAllister

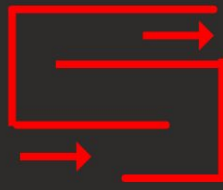
Parade Traffic



DSNetwork Block Party on University Dr.



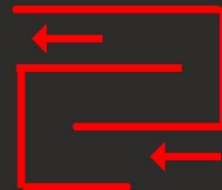
6 60" round tables with umbrellas / 48 chairs



Food Line 2



Food Service Tent



Food Line 1

20' X 70' Registration and Seating Tent  
24 Tables / 95 Chairs

Sidewalk 1



Sidewalk 2 (must remain clear)



Grassy Area - Exhibitors/Info Table

Not to Scale

# Arriving @ the ASU Campus in downtown Tempe

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- **Arrive at 6:45 AM**
- **Please do not bring valuables.** We do not have a safe place to store purses/bags.
- We will have morning snacks, coffee and water for you.
- Sandwiches will be served after the walk by Chili's.
- Report to the Volunteer Check-in at DSNetwork's Tent
- Location: Zone ST; SITE #284, #285, #286. Tents are on University, West of McAllister Ave and East of the Pedestrian Bridge that crosses over University Dr.

# Schedule of Events

— — —  
6:45 am – Volunteers Check in with Lori at the registration tent. You will be reminded where to go/what to do before the parade starts. You will receive a Walk t-shirt and Volunteer Button. Dress in layers so the shirt can be seen on top.

8:30 am – Registration Opens for Team Captains who've not picked up their bags

9:00 am - Walkers start lining up in the “staging area”.

9:30 am – Walk/Parade begins | Block Party Opens

Approx. 10:00 am- Immediately following the parade, walkers will be provided lunch by Chili's, along with various activities for kids and their families. Best to go when line slows or between shifts.

10:00 am - Circus Party

1:00-1:30 pm – Tear down. Clean up all areas. Trash into clear trash bags. Stay until end.

1:30 pm - End time - Load materials on dollies and bring to our van.

# Responsibilities

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**SET UP (see layout map next slide):** 6:45 am – 8:15 am

Team Captain: Lori Matlock

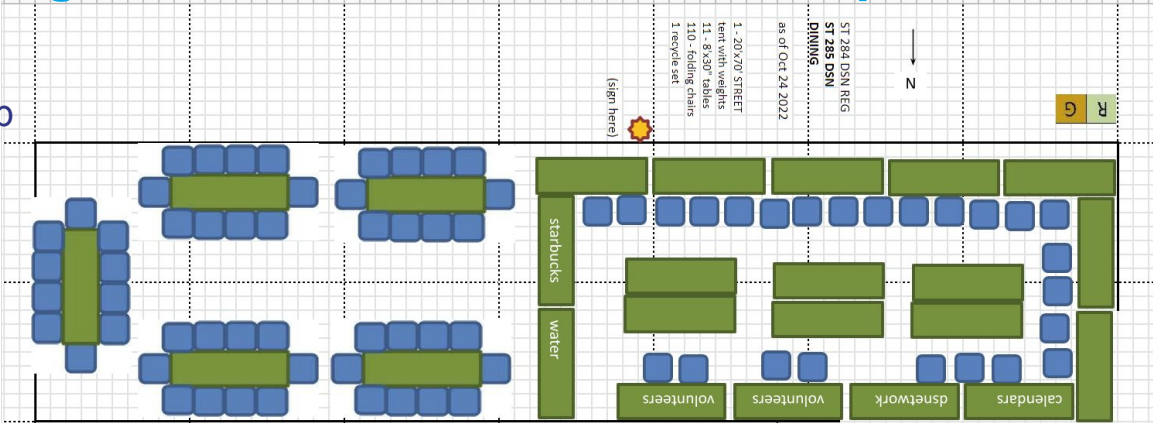
(All Volunteer Groups)

Tents, tables and chairs will be set up. Help needed to unload Truck and Van and set up your designated area. Assist in hanging banners in their respective spot on the tents. You may be instructed to help with additional tasks in other areas.

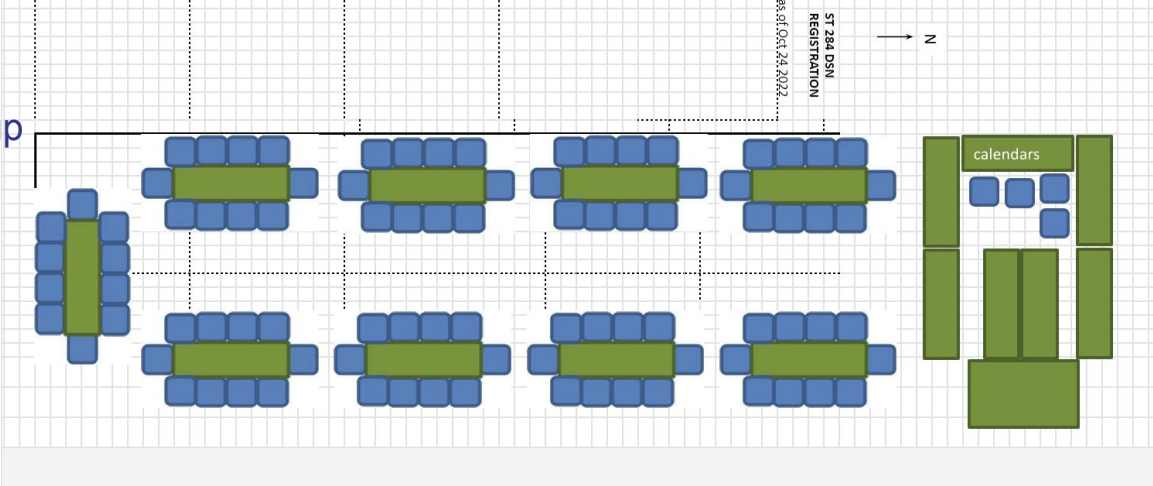
Communicate with Lori for instruction.

# Registration Team to convert set Up

Registration Set up  
6:45 to 8:15 am



Block Party Set up  
9:15 to 10:00 am



# Registration (8-10 volunteers)

6:45 am (set up) | 8:30 am (Open for Team Captains)

Team Captain: Brenda Quinones



*If asked about purchasing calendars, direct customers to Cashiers (4).*

*Calendars are \$12 for 1 or \$50 for 5.*

- Each Team Captain receives a pre-packaged bag with team t-shirts and prizes.
- If they are a Walker, let them know their Team Captain has their shirt.
- If they did not pre-register, and still need a shirt, choose their sized shirt and give to them.
- Cheer each team captain and individual with Down syndrome for their fundraising efforts. Congratulate & thank them, ring cowbell, applaud, etc.
- If they need to make a sign point out that area (will be tables on the opposite side of registration)
- If they qualify for additional prizes, check website (see QR code) for teams amount raised and give additional prizes
- #1 thing to remember - stellar customer service.

# Team Captain Prizes



Noise-Cancelling  
Headphones



2025 Calendar



Rolling Cooler Bag



Sports Cap



Clear Stadium Tote Bag



Stainless Steel  
Water Bottle



Deluxe Folding  
Chair



Big Cotton Velour  
Beach Towel

Each team captain who achieves \$250 or more in team donations qualifies to win valuable DSNetwork swag incentives.



## Walk Fundraising Levels



**\$5,000  
INCENTIVE**

Any team that raises \$5,000 or more will receive a DSN branded 2025 calendar, a clear stadium tote bag, cap, stainless steel water bottle, beach towel, rolling cooler, folding chair and a pair of bluetooth noise-cancelling headphones!

Teams that raise **\$500** or more receive the 2025 DSN calendar, clear stadium tote bag, and DSN cap!



**\$3,000  
INCENTIVE**

Any team that raises \$3,000 or more will receive a 2025 DSN calendar, a clear stadium tote bag, DSN cap, stainless steel water bottle, beach towel, and rolling cooler!

Teams that raise **\$250** or more receive the 2025 DSN calendar and clear stadium tote bag!



**\$1,500  
INCENTIVE**

Any team that raises \$1,500 or more will receive a 2025 DSN calendar, a clear stadium tote bag, DSN cap, and stainless steel water bottle!





# Registration (continued)

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**General Check-In:** You are responsible for checking Team Captains in and providing them w/ t-shirts and/or bundled bags. You will have 1 Registration list sorted by the first letter of the TEAM'S NAME. i.e. Team Vivienne will be alphabetically by 'V' for Team Vivienne.

- The list will show who has picked up their shirts and prizes
- Highlight the team who has taken their package
- Walker or Team captain can pick up extra shirts or exchange for another size.

***As soon as the parade begins, we will need your help to pack up registration and turn that area into lunch seating.***

# DSNetwork table / Merchant table Cashiers/Incentives

(3 volunteers)

— — —

MERCHANT TABLE: ready by 8:15am  
Located at the registration tent

DSNetwork will have information about the organization and sell 2025 Calendars, DSN water bottles, and DSN caps at the Walk. People can also make donations to DSNetwork or a Walk team. If card purchases, they must show you receipt to receive item.

Calendars: **1 for \$12 or 5 for \$50**  
Water Bottles & Caps: **\$25/each**

**Cash, check or credit card** is accepted. Credit card sales can be done via Square QR code for items. Donations can be done via QR code on poster.

***If walkers arrive with donations, add them to their team's donations and determine if they receive a prize for what they raised.***



# PURCHASE & PICK UP TODAY



2025 Calendar

1 for \$12  
5 for \$50



Sports Cap

\$25 each

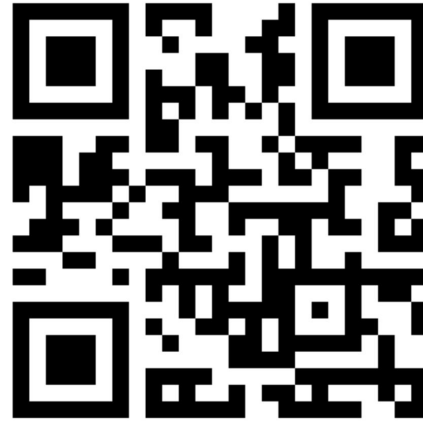


Water Bottle

\$25 each



Donate Today!



TEXT  
DSNETWORK  
1-833-255-1530

DSNetwork ARIZONA  
ENRICHMENT CENTER ★ Down Syndrome Knowledge, Support & Advocacy



## Staging & Parade – (Mandy Rivas)

**8:30-9:15 am STAGING: Move walkers from registration to staging area**  
**am PARADE starts**

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**Team Captain: Walk Chair, Mandy Rivas** will be at the DSNetwork parade staging area. Please instruct volunteers who see late-comers to fall in line with our group in the parade. Make sure they do not go in between the top team convertible and the Waymo Car.

**Parade Director (\_\_\_\_\_):** As the parade is going, you are responsible for keeping the guests on the designated path with Walk Volunteers. Lead them from the DSNetwork tent to the staging area to help with crowd control. Have them bring signs & give them pennants.

During the parade, ensure that nobody gets left behind and everyone stays on the route. You will be asked to help hold up sponsor signs during the parade. Help fill in the gaps between walkers and encourage them to keep going.

# Escorting Families Volunteers

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**9:15 am – LAST CALL FOR PARADE:** Encourage all families remaining at the DSN tents to walk over to the staging area if they want to be in the parade. You may need to walk with them, so they don't get lost. Give the kids a pennant and pass out the rest to staged walkers (as available).

# Food Helper (3 )

- Set up stanchions to create a zig zag line.
- Direct walkers coming from the parade into one of the starting points for the lines to get their food.
- Assist families as needed (i.e. carrying their plates, find a seat, or acquiring a forgotten item).

# Food Helper (continued)

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- Assist with Crowd Control after the parade. All guests must walk down to McAllister and then turn back West to DSNetwork Block Party Tent.
- No guests are permitted to cross the parade line until the last float. Encourage families to keep safe.
- Lunch will be served immediately after the parade. Volunteers can eat once the line slows. As families are finished eating, help clear their plates and toss them in the trash.

# Vendor Tables (2 volunteers) (General)

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Team Captain: Jennifer O'Connell

Set-up: 7:30 am to 8:30 am. They will need to Walk their game(s), prizes, and other items into our area.

- Cars will not be allowed past the barricades after 8:30 am.
- Volunteers to direct vendors to their assigned table and assist with anything they may need. (tape a paper sign on each table with the name of the vendor to assist in facilitating set-up)
- TWO VOLUNTEERS needed to guard Circus Vendor's area during parade
- Two DSN tables, plus one each for: PCH, UHC, Absolute, StepStone, DDD, IDD, Mercy Care, ASU, Higher Octave, Stellar, Barrows. In grassy KinectAbility, Phoenix Circus. In street: Chapman BMW, Waymo



# Activities (Shadd Family)

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Team Captain: Jennifer O'Connell

Set-up: 9:00 am to 1:00 pm

- Face painters are managed by separate group
- Plinko DSN game

# Clean Up starting around 1 pm ((7) + DSN facilitator, + any other available volunteers not busy)

— — —

We ask you to stay or come back for clean up. Gather all trash.

Please plan to stay or come back and help us clean and pack up. We will need to transport our supplies to our van by 1:30. We will have hand trucks available, so it should be a quick process.

Thank you to everyone who can stay and help us pack up!

Walk Volunteer | DSNetwork AZ

dsnetworkkaz.org/events/walk22/walk-volunteer/

DSNetwork AZ

REGISTER TO WALK

SPONSOR OPPORTUNITIES

BECOME A TEAM CAPTAIN

FIND & JOIN A TEAM

MEET THE 2022 WALK AMBASSADORS

WALK EVENT DETAILS

**VOLUNTEER**

DONATE NOW

PRIZES & TEAM INCENTIVES

The Down Syndrome Walk Arizona is seeking volunteers to support Down Syndrome Network's premier fundraiser. The Walk will raise much needed funds to assist in providing programs and services to individuals with Down syndrome and their families across the state. 100% of the proceeds fund the DSNetwork mission and annual programming. Volunteers are a vital part of the event success and spreading awareness and acceptance of those in our community with Down syndrome.

Be ready for a full day of festivities (approx. a 7 hour volunteer day). As we get closer to the walk date, you will be assigned a volunteer area and sent a comprehensive volunteer guide with the name of your team captain, contact information, duties, shift times and parking information. For more information about volunteering, contact Reyna@dsnetworkkaz.org.

SIGN UP TO BE A WALK VOLUNTEER BEFORE NOV. 11

VIEW THE WALK VOLUNTEER PACKET

This packet can be found online on [Downsyndromewalk.org](https://Downsyndromewalk.org)

Under Volunteer Tab



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**SAVE THESE NUMBERS**