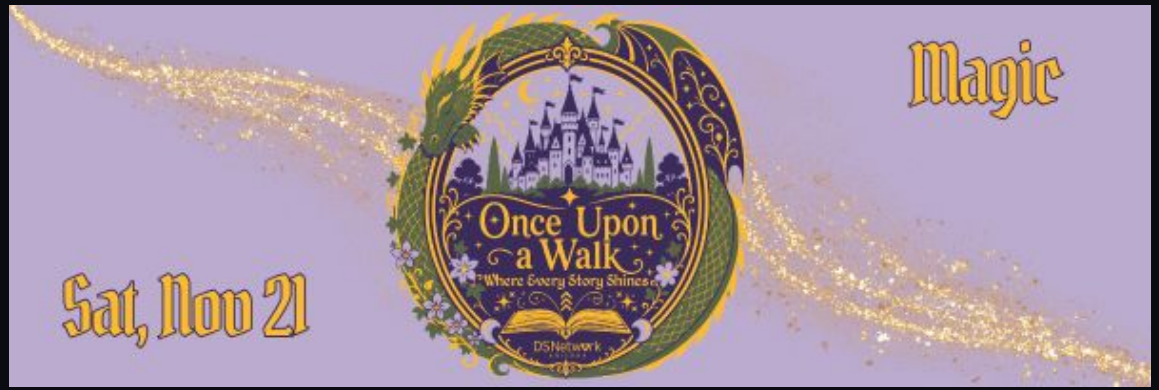
Down Syndrome Walk Arizona
Once Upon a Walk
November 21, 2026



Volunteer Handbook

The Mission We Uphold

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.

The WALK is our annual fundraising campaign that support all of our programs and services throughout the year.

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A Message to Our Valued Volunteers

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** or text/call **503-313-4453**

We look forward to seeing you at the Down Syndrome Walk Arizona on November 21.

Thank you!

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Contact Information for All Volunteers

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

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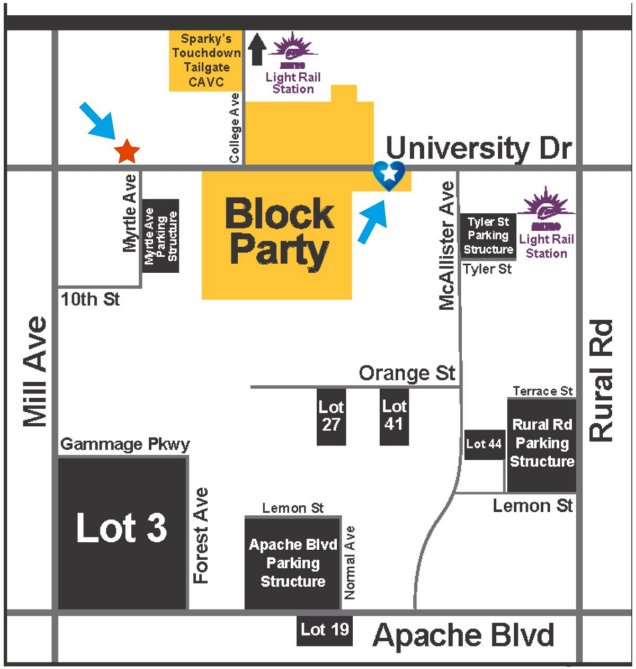
ASU Parking



DSNetwork Walk Check-In & Block Party Tent
East of ASU Bridge on University Dr.

Parade Starts Near Myrtle Ave. (Exact Staging Location TBD)
Walks Eastbound on University Dr.
Meet Walk Team @4:45 PM

Free ASU Parking will be located SOUTH of UNIVERSITY DRIVE. (EXCEPT TYLER ST Structure)

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

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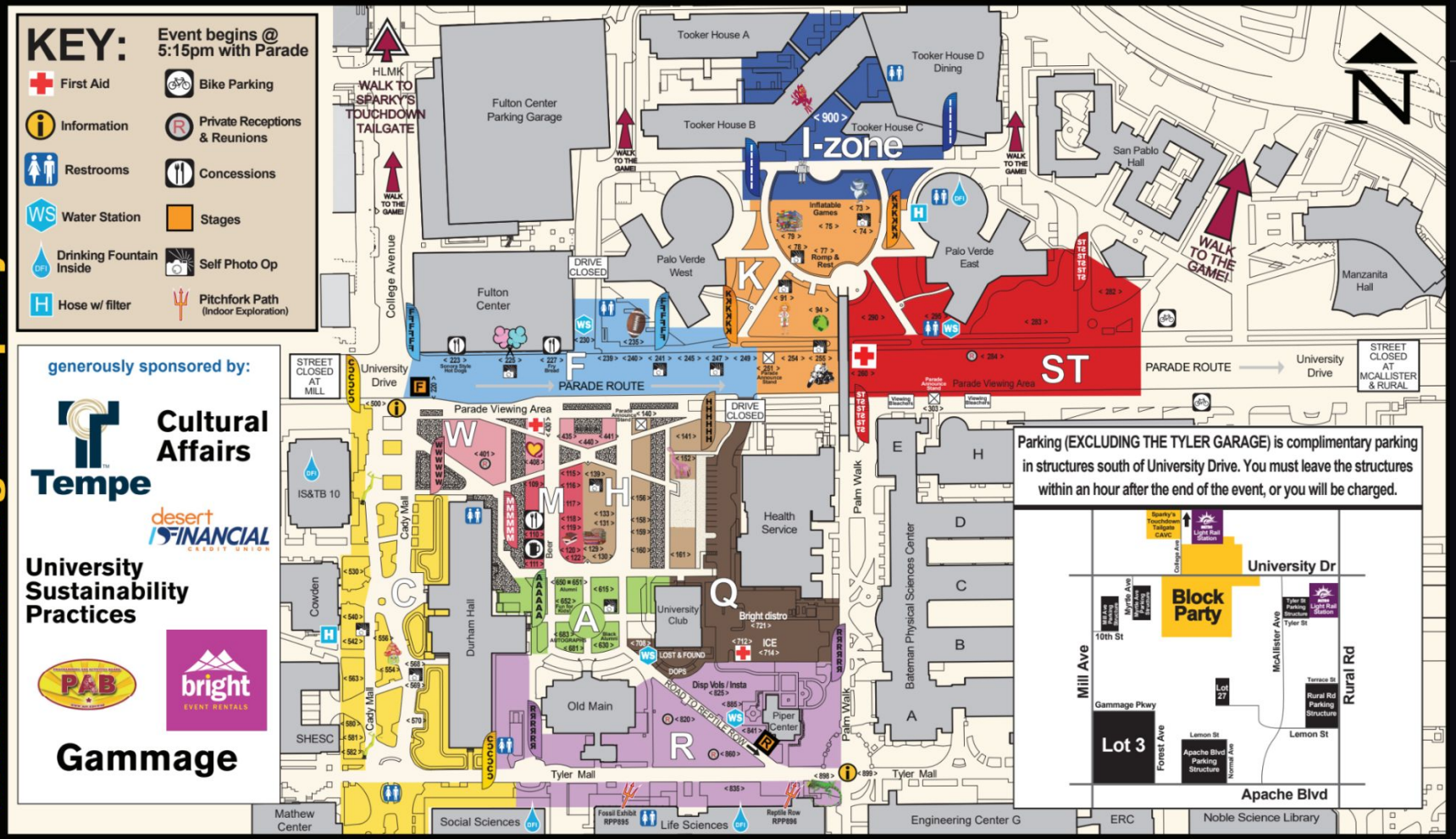
FairyTale theme, Ambassadors, Top Teams (VIP)










asu homecoming block party
November 21, 2026
KEY:
Event begins @ 5:15pm with Parade
First Aid
Information
Restrooms
Water Station
Drinking Fountain Inside
Hose w/ filter
Bike Parking
Private Receptions & Reunions
Concessions
Stages
Self Photo Op
Pitchfork Path (Indoor Exploration)
generously sponsored by:
Tempe
Cultural Affairs
desert FINANCIAL CREDIT UNION
University Sustainability Practices
PAB
bright EVENT RENTALS
Gammage
HLMK WALK TO SPARKY'S TOUCHDOWN TAILGATE
Fulton Center Parking Garage
Tooker House A
Tooker House B
Tooker House C
Tooker House D Dining
I-zone
San Pablo Hall
Manzanita Hall
Palo Verde West
Palo Verde East
Fulton Center
College Avenue
University Drive
STREET CLOSED AT MILL
STREET CLOSED AT MCALLISTER & RURAL
DRIVE CLOSED
PARADE ROUTE
Parade Viewing Area
ST
Inflatable Games
Romp & Rest
IS&TB 10
Cady Mall
Durham Hall
Cowden
SHESC
Health Service
Palm Walk
Bateman Physical Sciences Center
University Club
Bright distro
ICE
LOST & FOUND
DOPS
Disp Vole / Insta
ROAD TO REPTILE ROW
Old Main
Piper Center
Tyler Mall
Mathew Center
Social Sciences
Fossil Exhibit RPP895
Life Sciences
Reptile Row RPP896
Engineering Center G
ERC
Noble Science Library
Parking (EXCLUDING THE TYLER GARAGE) is complimentary parking in structures south of University Drive. You must leave the structures within an hour after the end of the event, or you will be charged.
Sparky's Touchdown Tailgate CAVC
Light Rail Station
University Dr
Block Party
Mill Ave
Rural Rd
McAllister Ave
10th St
Tyler St
Gammage Pkwy
Lot 3
Lot 27
Forest Ave
Lemon St
Terrace St
Rural Rd Parking Structure
Apache Blvd Parking Structure
Apache Blvd

Arriving @ the ASU Campus in downtown Tempe

- **Arrive at 2PM**
- **Please do not bring valuables**. We do not have a safe place to store purses/bags.
- Bring headlight or pocket flashlight.
- We will have snacks, coffee, hot cocoa, and water for you.
- Sandwiches will be served after the walk by Chili's.
- Report to the Volunteer Check-in at DSNetwork's Tent between 1:45-2PM
- Location: Tents are on University, West of McAllister Ave and East of the Pedestrian Bridge that crosses over University Dr.

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Satellite Map - ASU Block Party Location - DSNetwork



Schedule of Events

2 pm : Volunteers Check in with Lori at the registration tent and receive your shirt and volunteer button. You will be reminded where to go/what to do before the parade starts. Dress in layers so the shirt can be seen on top.

4:15 pm: Registration Opens for Team Captains who've **not** picked up their bags

4:45 pm: Walkers start lining up in the "staging area". (NO LATER THAN 5:00 PM)

5:15 pm: Walk/Parade begins | Block Party Opens

5:30 pm: Immediately following the parade, walkers will be provided sandwiches, hot chocolate, along with various activities by info/resource tables. Best to go when line slows or between shifts.

5:30 pm: Dancing and activities

8:00 pm: Tear down. Clean up all areas. Trash into clear trash bags. Stay until end.

8:15 pm: End time - Load materials on dollies and bring to our van. Please stay!

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Responsibilities

SET UP (see layout map next slide):

Team Captain: Lori Matlock

(All Volunteer Groups)

Tents, tables and chairs will be pre set up.

Help needed to unload Truck and Van and set up your designated area. Assist in organizing shirts, prepackaged bags, helping vendors, etc. Communicate with Lori for instruction.

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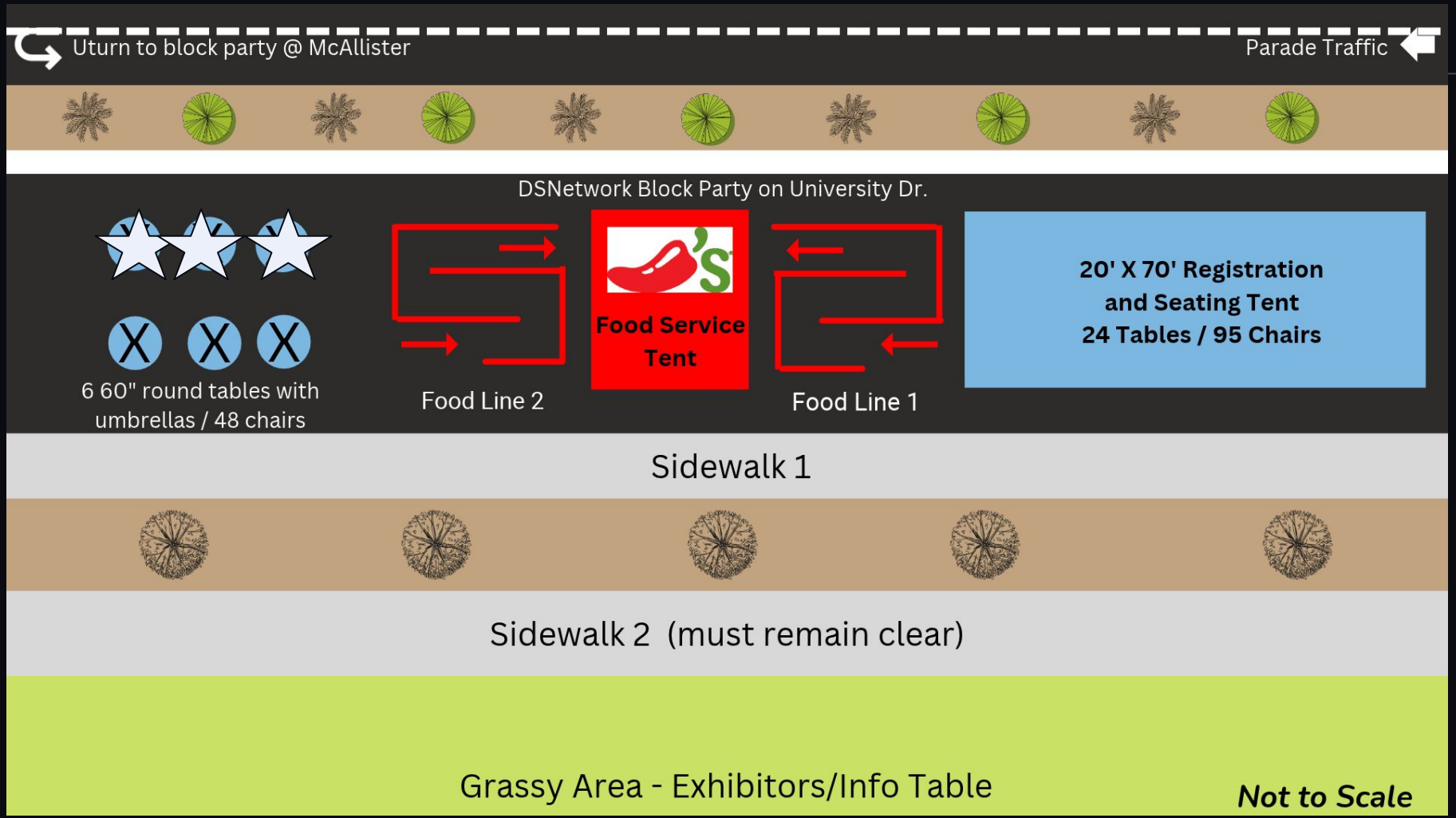
Uturn to block party @ McAllister
Parade Traffic
DSNetwork Block Party on University Dr.
6 60" round tables with umbrellas / 48 chairs
Food Line 2
Food Service Tent
Food Line 1
20' X 70' Registration and Seating Tent
24 Tables / 95 Chairs
Sidewalk 1
Sidewalk 2 (must remain clear)
Grassy Area - Exhibitors/Info Table
Not to Scale

Registration (12 volunteers)

2:00 pm (set up) | 4:15 pm (Open for Team Captains)

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

Calendars are $12 for 1, 2 for $21 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, applaud, etc.
- #1 thing to remember - stellar customer service.

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Registration (continued)

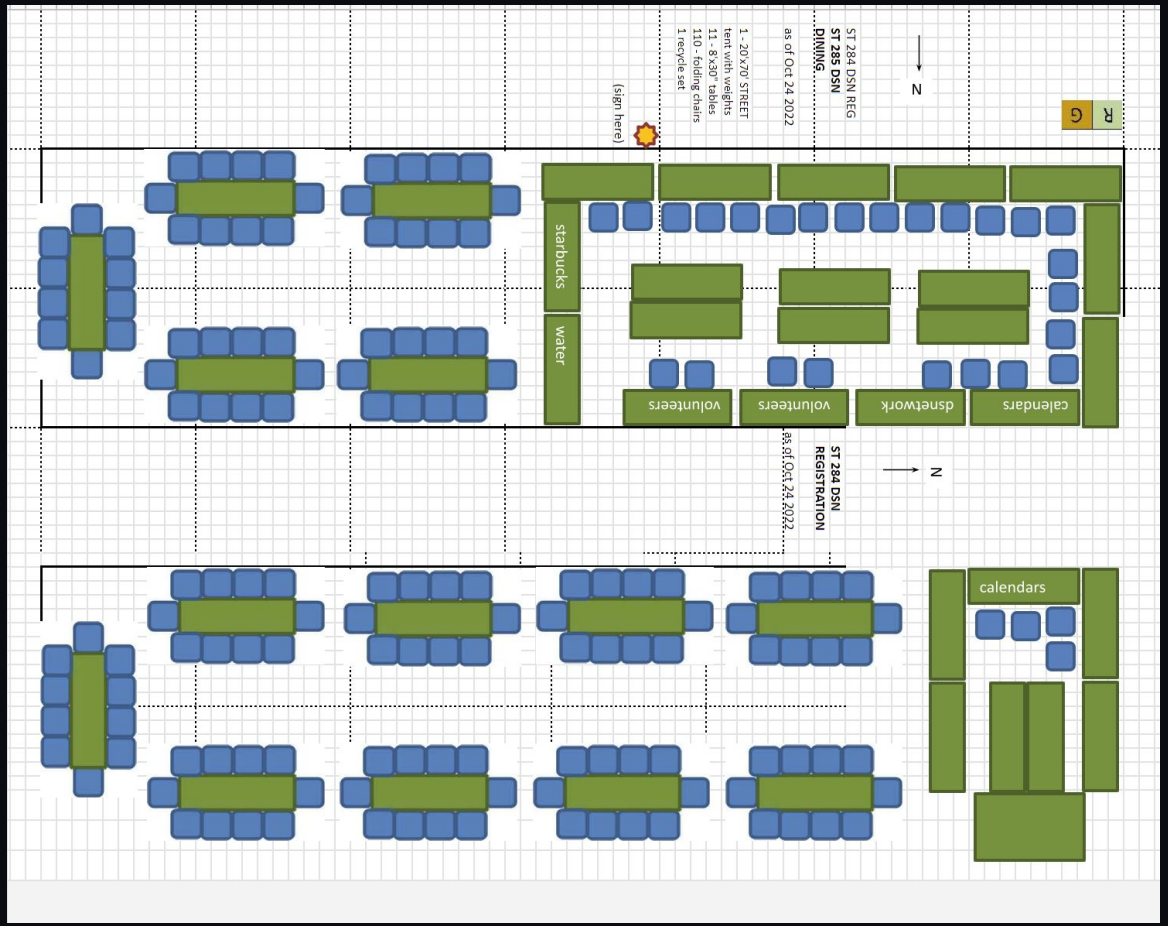
General Check-In: You are responsible for checking Team Captains in and providing them w/ t-shirts and/or bundled bags. You will have 1 Registration list sorted by the first letter of the TEAM'S NAME. i.e. Team Vivienne will be alphabetically by 'T' for Team Vivienne.

- 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 block party seating.

Registration Team to convert set Up

Registration Set up
2:00 to 3:30 pm
With registration
starting at 4:15 pm



Block Party Set up
5:00 to 5:30 pm

Team Captain Prizes



2027 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.

INCENTIVES	$250	$500	$1,500	$3,000	$5,000
DSN 2027 Calendar	✓	✓	✓	✓	✓
DSN Tote Bag		✓	✓	✓	✓
DSN Sports Cap		✓	✓	✓	✓
DSN Water Bottle			✓	✓	✓
DSN Beach Towel				✓	✓
DSN Rolling Cooler				✓	✓
DSN Folding Chair					✓

If they qualified for a calendar or a prize and did not receive please give a calendar

Large prizes may be picked up in the DSN office by arranging pick up with Lori

DSNetwork table / Merchant table Cashiers/Incentives (5)

MERCHANT TABLE: ready by 4:30 pm
Located at the registration tent

DSNetwork will have information about the organization and sell 2027 Calendars 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, 2 for $21 or $5 for $50**
Caps: **$21/each**

Cash, check or credit card is accepted. Credit card sales can be done via Neon 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.



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PURCHASE & PICK UP TODAY



2027 CALENDAR
1 FOR $12, 2 FOR $21
5 FOR $50



SPORTS CAP
$21 EACH

2026 WALK DONATIONS

DONATE NOW

Staging & Parade – (Mandy Rivas)
4:30 pm STAGING: Move walkers from registration to staging area
5:15 pm PARADE starts

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 follow the top team convertible

Ensure that nobody gets left behind and everyone stays on the route.

Hold up sponsor signs during the parade.

Help fill in the gaps between walkers and encourage them.

Hand out ribbons to wave.

Help photographer do team groupings.

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Escorting Families Volunteers

4:45 pm – 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.

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Escorting Royal Court Volunteers - 6 people

4:45 pm – (or when they arrive): The top 3 teams will have Ladies in Waiting.

Escort and cheer them in the Parade

Team gets a reserved table and front of the food line.

Show them to their reserved seats, Fetch them hot coco

See that the individual with Ds from the Team has first in line access to face painting, balloon, and archery.

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Food Helpers (4)

- Set up stanchions to create 2 zig zag lines.
- Reserve 3 tables for VIP teams
- 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).
- Allow top team guests with wristbands to enter VIP line

NOTE: Hot Cocoa Tables will be monitored by another volunteer group.

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Vendor Tables (2 volunteers) (General)

Team Captain: Jennifer O'Connell

Set-up: 3pm LOOK WHERE LIGHTS ARE LOCATED AND SET UP CLOSEST TO THOSE

1. They will need to Walk their game(s), prizes, and other items into our area.
2. Cars will not be allowed past the barricades after 4 pm with barricade pass only
3. 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)
4. TWO VOLUNTEERS needed to guard Vendor's area during parade
5. Sponsors pay to set up a table. Treat them like royalty!

Tables:

- Absolute, DDD, PHC, StepStone, United Healthcare, ASU, Cynthia (7 tables)
- DSN Tables: Plinko Game & Prizes & Camp 321 (2 tables)
- Face painting & princesses (1 table)

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Activities Grassy Area for Block Party

Set-up: 3:00 PM

- DJ B Suave
- Archery
- Help families and Vendors
- Watch while in parade

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Clean Up starting promptly at 8pm (please stay!)

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 8:15 pm. 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!

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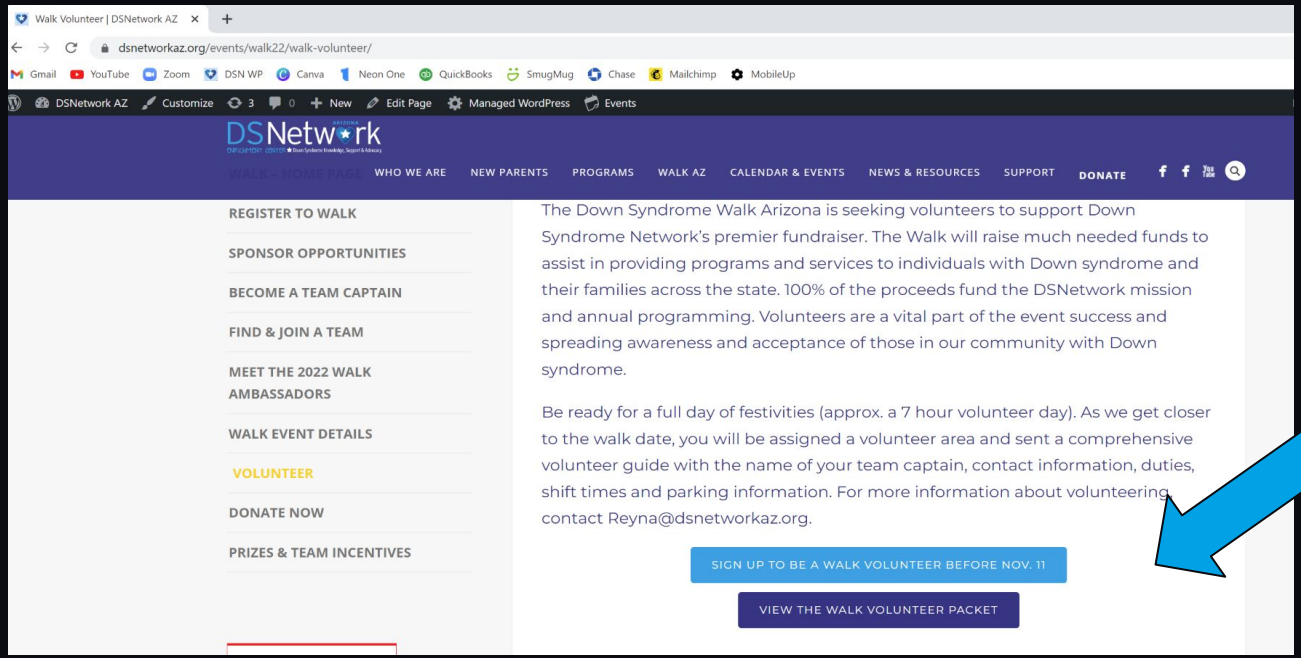

This packet can be found online on Downsydromewalk.org

Under Volunteer Tab

Contact Information for All Volunteers

SAVE THESE NUMBERS!!!

DAY OF CONTACTS:

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Mandy Rivas - Parade Captain (480) 290-8064

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

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