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## **DONATIONS:**

### **How do I collect donations?**

The Walk for Apraxia event website offers the ability for individuals that register for the event to collect donations from their friends and family. When you register you will be given a fundraising page that can be shared with others so that they can credit you with a donation. You can track the progress of donations collected and thank the donors directly through the website. You can also collect check or cash donations and send them to CASANA with the Offline Donation Form located on the Tools tab of the Walk event website you are registered for.

### **Is my information secure?**

Yes. We make every effort to protect your information. The website uses encryption techniques to make sure that your credit card information, passwords, and personal information travel securely over the Internet.

### **How do I share my fundraising page with friends?**

After registering you will receive an email with your username and password along with a link to log in to your participant center. You can also login to your participant center directly through the event website in the top right corner of the page. Any emails you send from the participant center will include a link to your personal or team page. You can access and copy the web address (as well as change it to a user friendly URL) from your participant center.

### **Where/When should Walk Donations be submitted?**

As you begin collecting Walk donations, we encourage you to send all contributions to CASANA prior to the Walk. You can download an offline donation form from the Tools tab of the event page to send with your donations. Donations can be mailed to CASANA after the Walk until mid November to be applied to your fundraising efforts.

However, there are other options for submitting donations:

1. Encourage online donations! Online donations are made directly to your personal Walk webpage and are instantly attributed to your Walker and/or Walk Team fundraising goal. No additional steps are necessary.
2. Bring your donations to the registration/check in area on Walk day. There will be someone at the Walk taking donations. Simply collect contributions from friends and family members, record their names and donation amounts on the On-site Donation Record form at the Walk and submit the donations on walk day.
3. All donations received after walk day should be mailed to:

Childhood Apraxia of Speech Association, 416 Lincoln Ave., 2nd Floor, Pittsburgh, PA 15209. DO NOT MAIL CASH

**What if people want to give me cash?**

It is safest and best for record-keeping that you convert all cash received to checks or money orders. If you are able, the safest option is to send a personal check covering the full amount, along with the corresponding donation forms to CASANA. The offline donation form is available from the Tools section of the event webpage. We will be able to credit your friends and family for their generosity. If this is not possible, you can bring the cash donations to the walk.

**Can friends and family make a donation to a Walker by going through the Walk website?**

Yes. They can click on the link that is included in the email if sent through your participant center. On the home page of the walk website, friends and family can locate a Walker or team by clicking on the "Find a Participant" Search box. By typing in the name of the Walker, they will be directed to the Walker's personalized webpage. They can also search for a team by clicking on the "Team" tab from the search box first.

**How long will it take before the checks I mailed show up on my page?**

Please allow two weeks after your donations have been mailed for them to be deposited, processed and posted to your webpage.

**Will I receive an acknowledgement for a donation made?**

For all online donations, you will receive an emailed thank you and acknowledgment of your donation. Donors may use bank records, cancelled checks and/or emailed acknowledgments as evidence of the donation for tax purposes. As per the IRS, those who donate \$250 or more will need written acknowledgment of the donation from CASANA. CASANA, however, provides mailed acknowledgment of donations to all donors who have contributed \$100 or more.

**Are donations tax deductible?**

Your donation is tax deductible to the extent allowed by the law. The Childhood Apraxia of Speech Association of North America (CASANA) is a registered 501(c)3 public charity as per the U.S. Internal Revenue Service. Our federal identification number is 25-1858159.

**I think my company matches. How do I get this started?**

Every company handles its own matching gift program differently. Please contact your company's Human Resources department for instruction on how to double your fundraising efforts through matching gifts.

**How does Childhood Apraxia of Speech Association utilize the contributions?**

You can visit our website at <http://www.apraxiawalk.org/where-the-money-goes.html> to learn more about how funds are used.

**Why is the "Find a Participant" search not finding a Walker that I know has registered?**

You must type in the first name or last name of the Walker exactly how it is spelled. It is not case

sensitive. You can show all participants by selecting the magnifying glass icon. If the participant is still not showing in the list, the participant is not registered for this event.

### **How can I see who has donated to me?**

Login to your participant center (located at the top right corner of the page). Use the Username and Password that you received when you registered for the event. When logged into your Participant Center you can click on the “Progress” tab to view your Donor list and the amounts that have been donated. If you are the team leader you will also be able to see this information for your team as well.

### **Will CASANA put my name on their emailing list?**

Anyone who registers for the Walk for Apraxia is automatically added to our email database. We encourage you to click on “Manage Email Preferences” at the bottom of any email you receive from us to choose which of our program areas you would like to be notified about.

### **REGISTRATION:**

#### **Who can participate in the Walk?**

Anyone and everyone can become part of the walk. Most walk routes are wheelchair and stroller accessible and walk day activities include something for all ages.

#### **How do I register for the Walk online?**

The Walk for Apraxia is a national program that is held in multiple cities across North America. Each Walk city has a different registration website. To find the Walk city you wish to register for, visit <http://apraxiawalk.org> and select Walk Locations from the navigation bar. From there you can scroll down to find the List of 2017 Walks or jump to a state. Please note that registration may not yet be open for all cities listed. When a Walk is open for registration you can click on the link under the city to take you to that particular event’s website.

Once you have located the event you wish to register for. Go to the Register tab and complete the form. You will be guided through the registration process. If you have difficulty with the process you can download the Walk for Apraxia Participant Guide for step by step instructions along with screen shots of the process. The Participant Guide is available from the Tools tab. Once your transaction is complete, you will receive a confirmation email receipt. “Day of” registration is available at an increased rate on Walk day but online registration is encouraged.

#### **Is there a fee to participate?**

Yes. The advance registration fee for adults (over the age of 18) is \$20. The adult fee for “day of” registration is \$25. The advance registration fee for students is \$15. The student fee for “day of” registration is \$17. The advanced registration fee for children (under the age of 18) is \$10. The “day of” fee for children is \$12. The advanced registration rate is available until the Friday before the event date. If you register by the t-shirt deadline listed on the walk website you will be guaranteed a shirt in your size. If you register after the deadline, sizes and quantities of shirts are limited on the day of the walk. We ask that all people that are participating in the Walk register to participate.

### **What is a Walk Team?**

Your walk team includes anyone and everyone who wants to join in the effort to raise money for apraxia programs and research. Family members, friends, neighbors, coworkers, children and adults create walk teams. Walk teams and their fundraising efforts drive the success of a walk. More team walkers means an increased opportunity for fundraising and increased awareness of apraxia.

There are a few different types of walk teams:

1. **Family and Friends Walk Teams:** A Family Walk Team is typically created by family members and friends whose lives have been personally touched by apraxia. Family teams usually rally around a loved one with apraxia.
2. **Corporate Walk Teams:** A Corporate Walk Team is created when a company wants to support CASANA's mission and the walk. These teams are generally made up of coworkers and their family and friends. Corporate Teams may or may not have a personal connection to apraxia but they are dedicated to improving the lives of those touched by apraxia.
3. **Other Walk Teams:** Some Walk Teams include school teams, fraternity/sorority teams, therapy clinics- any type of team that would like to join the walk.

### **What does it mean to not have a team affiliation?**

Anyone can participate in the Walk for Apraxia® as a Walker, you need not be on a team if you would prefer! People who choose to participate without team affiliation do not belong to a specific Walk Team; rather, they choose to participate as a member of their local Walk for Apraxia® event. Along with hundreds of other Walk participants, Walkers without a team affiliation will attend Walk Day and collect donations.

### **What if I want to join or start a team after I register as an individual?**

You can start a team or join a team at any time by emailing [ApraxiaWalk@apraxia-kids.org](mailto:ApraxiaWalk@apraxia-kids.org) with the first and last name of the individuals and the name of the team you'd like to create or join. Please include the walk location (city of the walk) when contacting CASANA so that the team can be created for the appropriate event.

### **Should I register my kids?**

Yes, please register everyone who will be attending. This includes children with apraxia AND those without apraxia (even toddlers in strollers). For us to honor the children with apraxia we need them to register for the event so we know who they are. We understand that the event is for them, but we need every participant to register. Your registration helps us plan for the day of the event and allows us to recognize our special guests in attendance. There are toddler size shirts available when registering your children.

### **Some of my family would like to come, but not walk. Do they need to register?**

Please make sure to register each person that will attend (even if they do not walk). It helps us know how many people to plan for. If they register by the t-shirt deadline they will be guaranteed a shirt in their size at the walk to show their support.

**I have a family member who wants to join my team but may not be able to attend the walk. Can they join my team?**

Yes, family members can still support you by joining your team and fundraise as a team member even if they are unable to attend. If they register by the t-shirt deadline and do not attend the walk you can pick up the shirt for them.

**Is there a minimum number of people needed to form a team?**

No, there is no minimum number of people needed to form a team. Individuals do not need to join a team to be part of the walk. They can join a team or create a team of their own at any point leading up to the walk.

**What is the cut-off to register or join a team?**

You can register online up to the Friday before the event. Please have everyone register as early as possible to give us a good headcount so that we can plan for a better event. Registration is also available on site the day of the event. Please note that the “day of” registration fee is greater than if you register online.

**What is a Team Leader?**

A Team Captain is the lead organizer and motivator for a Walk for Apraxia® Event Team. Team Captains are responsible for recruiting people to join their Walk Team, naming their team, setting a team fundraising goal and continually communicating with and encouraging team members prior to and during walk day. Team Captains are the Walk Coordinators’ primary contact and liaison to the Walk Team; he/she will receive ongoing information and updates from the Walk Coordinator during the months leading to walk day. Each Walk Team must have a Team Captain. Walk teams can have more than one captain as well should you want to share that role with an additional member of the team.

**Is a portion of the registration fee a donation?**

Yes. The only portion of your fee that is not tax deductible is the cost of the event materials. The IRS requires that we notify you of this and it is included in your official registration receipt. We will use all the money you donate to serve children with apraxia of speech via our programs in your area and research. The entirety of your fee however is not tax deductible because you are receiving items in return for the donation.

**I forgot my Username and Password. How can I find out what they are?**

When attempting to login to your participant center there is a link that reads “Forgot Password.” Follow the instructions on the page and you will receive an email with your username and/or password.

**All of my Donors are not showing up on the scroll mechanism. Why?**

As your Donors make a contribution, they have the option of whether or not they want to appear in the recognition scroll. Donors will only appear on the page of the individual or team they made the donation to. If a donation was made and incorrectly credited to the wrong participant you can email [Apraxiawalk@apraxia-kids.org](mailto:Apraxiawalk@apraxia-kids.org) to have it corrected.

## **SPONSORSHIP:**

### **Is sponsorship tax deductible?**

Funds given in exchange for the benefits provided through sponsorship can be tax deductible to the extent allowed by law. Please check with your company's accounting and tax experts to get an accurate accounting of what can be declared charitable and what is a business expense. Childhood Apraxia of Speech Association of North America is a registered 501(c)3 organization. Our federal ID number is 25-1858159

### **Can sponsorship money be credited to a team?**

Funds earmarked to a team are considered donations. Donations credited to a team cannot also be considered a sponsorship and do not qualify for sponsorship benefits. For questions regarding sponsorship email [justinl@apraxia-kids.org](mailto:justinl@apraxia-kids.org).

### **How can my business become a sponsor for the Walk?**

More information about sponsorship is available by accessing the sponsorship tab on the event website and choosing the appropriate level that best fits your interests. When registering to become a sponsor through the website payment is accepted by credit card only. If you wish instead to pay by check, you can download and print the form directly from the event website and mail it to CASANA at 416 Lincoln Ave., 2<sup>nd</sup> Floor, Pittsburgh, PA 15209. If you have questions about sponsorship please contact [Sponsorship@apraxia-kids.org](mailto:Sponsorship@apraxia-kids.org). Please note that there are deadlines in place for logos to be listed on promotional materials.

## **WALK DAY:**

### **Is it better to register online or register the morning of the walk?**

There are many advantages to registering before the walk including a reduced registration fee. Knowing how many people to expect will help us plan for a better event for everyone. We order items based on how many people have pre-registered for the walk. Each person that registers online will receive a personal fundraising webpage. This will give friends and family a place to go where they can donate directly to you online. You can also customize this page with a photo and special message.

### **Will the money turned in at the walk show up on my webpage and my donation report?**

Absolutely. If the participant or team was credited on the donation form available at the walk, then you should see your fundraising efforts reflected on your webpage and donation report within four weeks of the event.

### **Are pets allowed at the walk?**

Each walk location is different, you should contact the Walk Coordinator to find out what the walk location allows. If permitted, pets should be on leash at all times. Please keep in mind that many young children have a fear of animals.

### **Are strollers and wheelchairs allowed at the walk?**

Yes, strollers, wheelchairs and even wagons are all welcome.

**If I don't pick up my t-shirt at the event, can I get one mailed to me?**

To reduce costs, ensuring that more dollars are directed to the mission of CASANA, t-shirts will be available on walk day only and not mailed to participants who are unable to attend the event. You can contact the Walk Coordinator directly if you would like to make other arrangements to get your shirt for a short period of time after the event.

**What happens if it rains on the day of the walk?**

All walks will be held on the date scheduled "rain or shine." Only under extreme circumstances are the Walk for Apraxia™ events cancelled or rescheduled. Be sure to check your email that you registered with the day before the walk for any walk related updates.