



Walk of Remembrance Teams

Forming a Walk of Remembrance Team is a great way to honor your loved one and do something positive to help others. Many team captains find it to be a meaningful and deeply rewarding experience – one that can bring you together with family and friends, all in memory of your loved one.

Teams are an important part of our event. Walk of Remembrance proceeds help support the bereavement programs offered by Angela Hospice that perhaps you or your family have benefited from. Even if you did not utilize Angela Hospice services yourself – you will be able to help others who are traveling this journey. We invite you to help fund-raise for Angela Hospice by engaging those you know!

Why form a team?

- To *honor* a loved one who has died or perhaps is currently struggling with an illness.
- To *support* in a tangible way the good work of Angela Hospice.
- To *unify* a group of people and make a difference in the community.

How do I form a team?

- First call, email, write, use Facebook or Twitter, and tell everyone you know – they may want to be part of your team!
- Contact your family, co-workers, friends and neighbors; and your loved one's family, co-workers, friends and neighbors.
- Use the Team Roster to keep track easily.
- There is no set number of team members you should have. We've have teams of 4 people up to teams of 30!
- Walk of Remembrance is open to all ages, strollers and wheelchairs are welcome!



Fundraising ideas

Sample Letters

- We will provide you and your team members with sample letters and emails you may personalize and send out to recruit team members and/or request donations.
- Letters are a very effective way to bring in donations!

Fundraisers at Your Workplace or Place of Worship

- Let your co-workers know about Walk of Remembrance and ask them to make a donation.
- Auction off a special parking space or half-day off work!
- Hold a casual “dress down” day.
- Keep a change jar at your desk for donations along with information & Walk of Remembrance registration forms.
- Ask about having your team’s Walk of Remembrance involvement included in the bulletin/newsletter.
- Begin a “Penny War” between departments. The department with the most *pennies* wins (bragging rights)! All silver and paper money counts *against* other departments – so sabotage their jar and your department wins bragging rights!
- Do you make jewelry? Proceeds to your team!
- Hold a Scrapbooking or Card Making Camp.
- Host a BBQ lunch or ice cream sale.
- Hold a flower sale or bagel sale between services (or during lunch at work) – proceeds to your team.
- At work - host a movie during an extended lunch hour or at the end of the day and turn your meeting room into a theatre with concessions for sale!



Group Fundraisers

- Do you know an independent restaurant owner who would allow you to hold a fundraiser and have some of the proceeds benefit your team?
- At a party have guests make garden stepping stones for a nominal cost.
- Host a Euchre tournament.
- Host a progressive dinner with other team members.
- Hold a car wash.
- Have a bake sale or a no-bake sale!



A word about registration fees

- Registration Fees are different than money raised by a team.
- Registration Fees help us cover the cost of the event – any extra income serves the mission of Angela Hospice.
- Registration fees are to be paid by any individual attending the Walk of Remembrance, age 6 and older.
 - *Adults are \$25 each in advance, \$35 on day of event*
 - *Children 6-12 are \$15 each*
 - *Children age 5 and under are free and do not receive t-shirts*

Planning Calendar

The Walk of Remembrance is Saturday, September 16, 2017. Here's how to prepare:

Today through July

- Brainstorm to come up with a list of those to contact about joining your team!
- Get together with team members to decide on your team name, and make up a fundraising plan!

August

- Who will you talk to tomorrow that you haven't talked with about the walk yet? The Walk of Remembrance is very much a family event – all are welcome!
- Check in with your team members to see how they're doing!
- Who wasn't invited to join your team? It's not too late!

September 6– DEADLINE

- Deadline for registrants to guarantee their T-shirt size. ****If your team has raised \$300-\$500 or more at this point, please let us know so your team name can be printed on our T-shirts!***

September 6 – September 15

- Last call for fundraising!
- Be sure you have all your donations collected and in your envelope.
- Be sure your envelope has your name and your team name.

September 15 (Optional) Drive Thru T-Shirt Pick Up

- Team members may stop by the Angela Hospice Care Center at 14100 Newburgh Road, Livonia, between 9 a.m. and 6 p.m. to pick up their T-shirts – Follow the signs.
- You may also turn in donations at this time.

Saturday, September 16

- Team members who haven't already registered need to stop at the *Registration Tent*, any time between 9 and 10 a.m.
- Turn in your donations, get your shirt!
- Join your team members to celebrate and honor your loved ones.

Supplies available to assist you:

- ✓ Team Roster
- ✓ Team Honoree Form
- ✓ Sample e-mails and letters for recruiting team members & donations
- ✓ Fundraising Envelopes
- ✓ Registration Forms
- ✓ Walk at-a-glance booklet

Please contact me to register your team,
or if you have questions, concerns,
or need more fundraising ideas:

Helen Balmforth, Events Coordinator
(734) 953-6045 • hbalmforth@angelahospice.us





Walk of Remembrance TEAM MEMBER LIST

This Team Member List is for your convenience to help keep track of your team.
Please turn it in with your fundraising envelope.

NAME	PHONE	EMAIL	MAILING ADDRESS

NOTES:

Sample E-mails & Letters

Sample Team Member Recruitment E-mail 1

I'm looking forward to a really special event this coming September! I am proud to be a Team Captain for the Angela Hospice *Walk of Remembrance*. As you may recall, Angela Hospice is where *[insert your message]* Example: *Mom was given such compassionate care by the staff and volunteers. Name, name and name are also part of my team – we're the "Gloria's Golfers" team.*

In addition to enjoying a wonderful morning of fresh air in this beautiful wooded setting in early autumn, this walk supports and assures the continuation of Angela Hospice's many Bereavement Programs including grief support groups and workshops, as well as individual counseling for all ages – all provided at no cost whether or not the patient was served by Angela Hospice.

The walk will be held Saturday, September 16, on the Felician grounds in Livonia, beginning at Madonna University – rain or shine. This is not a race or competitive walk. The pathway will include the opportunity for reflection in this peaceful environment. Musicians will add to the ambiance and following the walk there will be refreshments, a memorable craft activity for all ages, and more. Special vehicles will travel the route to pick up participants who choose not to complete the walk and bring them to the craft activity area.

I would love to have you as part of my team! Please let me know as soon as possible – we have some great fundraising ideas already! *[insert your message here]* Give me a call at (phone number) or (email address, etc.). I'd love to have you!

To read more about the walk – go to www.AskForAngela.com and click on the Upcoming Events tab.

Sample Team Member Recruitment E-mail 2

The Walk of Remembrance is just weeks away and I'm excited that my team is growing! We still would love to have additional team members for this walk on September 16 to benefit Angela Hospice Bereavement Programs. These programs are provided free of charge to those who need them whether or not their loved one was a patient served by Angela Hospice. We would love to have you join us for this fun morning event! Please let me know if you would like to be part of our team, make a donation on behalf of our team, or if you would like to attend the walk. *[insert your message here]*

To read more about the walk – go to www.AskForAngela.com and click on the Upcoming Events tab.

Sample Donation Request E-mail 1

As you know I am proud to be part of a team in support of the 10th annual Angela Hospice Walk of Remembrance. The walk provides support for Angela Hospice's many bereavement programs, including grief support groups and workshops, as well as individual counseling for all ages – all provided at no cost whether or not the patient was served by Angela Hospice.

I appreciate any contribution you could make in support of me and my team. Please know that no amount is too small – it all benefits this wonderful cause! Your donation is fully tax deductible. Please be sure to get your check back to me by **September 16th** so I may add it to our team's contributions and bring with me to the walk. Thank you for your generosity.

To read more about the walk – go to www.AskForAngela.com and click on the Upcoming Events tab.

Sample Final Donation Request E-mail

The Angela Hospice Walk of Remembrance is coming up quickly! Please let this serve as a friendly reminder if you would like to send a donation on behalf of me and my team.

I sincerely appreciate any amount you can contribute. Please know that no amount is too small – it all benefits this wonderful cause (and your donation is fully tax deductible). Please be sure to get your check back to me by **September 16th** so I may add it to our team's contributions and bring with me to the walk. If you prefer, you may call Angela Hospice directly at (734) 464-7810 to make a donation by credit card. Please be sure to mention that it is on behalf of my team [*insert team name*]. Thank you sincerely for your generosity!

To read more about the walk – go to www.AskForAngela.com and click on the Upcoming Events tab.

Sample Letter for Walk of Remembrance Team Members

Date

Name

Address

City, State, Zip

Dear Name,

I'm looking forward to a wonderful event this coming September. I am proud to be part of a team in support of the 10th annual Angela Hospice *Walk of Remembrance*. As you may recall, Angela Hospice is where *[insert your message]* *Example: Mom was given such compassionate care by the staff and volunteers. Name, name and name are also part of my team – we're the "Gloria's Golfers" team.*

In addition to enjoying a wonderful morning in this beautiful wooded setting in early autumn, this walk supports and assures the continuation of Angela Hospice's many Bereavement Programs, including grief support groups and workshops, as well as individual counseling for all ages – all provided at no cost whether or not the patient was served by Angela Hospice.

The walk will be held on the Felician grounds in Livonia, beginning at Madonna University and continuing through the pathways near the Central Convent, Ladywood High School, and concluding at Angela Hospice. Rain or shine, it will be held Saturday, September 16. This is not a race or competitive walk. The pathway will include the opportunity for reflection, and musicians will add to the ambiance. Following the walk there will be refreshments, a memorable craft activity for all ages, and more.

I would love to have you join me as part of my team! If you'd like to participate, please let me know as soon as possible – we have some great fundraising ideas already! Contact me at *[insert your phone number or email address, etc.]* at your earliest convenience. I'd love to have you!

If you are unable to join me as a teammate, I would sincerely appreciate any contribution you could make in support of the team. Please know that no amount is too small – it all benefits this wonderful cause! Enclosed is an envelope for your convenience. If you're willing to help in this way please be sure to get your check back to me so I have it by September 16, in order to add it to my team's contributions and bring it to the walk. If you prefer, you may call Angela Hospice directly to make a contribution over the phone with your credit card. Please mention my name and that you are making the donation to support *[insert team name]*.

Thank you so much!

Sincerely,

Your Name

P.S. If you'd like to attend the walk on your own, please contact Angela Hospice directly. You may register over the phone using a credit card. The Angela Hospice Events Office may be reached at (734) 464-7810. Thanks again!

Sample Letter for Walk of Remembrance Donations

Date

Name

Address

City, State, Zip

Dear Name,

I am proud to be part of a team in support of the 10th annual Angela Hospice *Walk of Remembrance*. Angela Hospice is where *[insert your message]* Example: *Mom was given such compassionate care by the staff and volunteers. Name, name and name are also part of my team – we're the "Gloria's Golfers" team.*

In addition to enjoying a wonderful morning of fresh air in this beautiful wooded setting in early autumn, this walk supports and assures the continuation of Angela Hospice's many Bereavement Programs including grief support groups and workshops, as well as individual counseling for all ages – all provided at no cost whether or not the patient was served by Angela Hospice.

Rain or shine, I'll be walking Saturday, September 16, in memory of *[insert your message here]*. I am writing to ask if you would consider donating to this important cause in support of me and my team. Truly no amount is too small – it all benefits this wonderful cause and is fully tax-deductible. Enclosed is an envelope for your convenience. Please be sure to get your check back to me so I have it by September 16 in order to add it to my team's contributions and bring it to the walk. Please do not mail cash. If you prefer, you may call Angela Hospice directly to make a contribution over the phone with your credit card. Please mention my name and that you are making the donation to support *[insert team name]*.

If you would like to join my team please let me know. Contact me at *[insert your phone number or email address, etc.]* at your earliest convenience. I'd love to have you!

Sincerely,

Your Name

P.S. If you'd like to attend the walk on your own, please contact Angela Hospice directly. You may register over the phone using a credit card. The Angela Hospice Events Office may be reached at (734) 464-7810. Thanks again!