

# **Committees**

## ***Walk to Defeat ALS®***

All Committees Overseen by Chapter Walk Coordinator

### **Roles and Responsibilities:**

#### **1. Food Committee:**

- ☐ Secures food donations and picks them up if needed
- ☐ Secures donation of utensils, napkins, etc.
- ☐ Handles set up and clean up

#### **2. The Logistics Committee:**

- ☐ Secures donation of rental of tables, chairs and tents
- ☐ Marks walk route
- ☐ Sets up and break down of water stations
- ☐ Secures garbage bags, toilet paper, etc.

#### **3. The Entertainment Committee:**

- ☐ Procures donated talent of DJ's, bands, clowns, balloon-makers, photographers, etc.

#### **4. The Volunteer Committee:**

- ☐ Recruits volunteers to support other committees for:

##### **Walk Day Tasks:**

- \* Registration & T-shirt distribution
- \* Drivers to support tired walkers
- \* Walk Day Set Up & Clean Up

*(Volunteer Committee continued on next page)*

##### **Volunteer Committee (continued):**

##### **Chapter Office Tasks:**

- \* Pre-Walk assistance with sponsor packets, captains packets, etc.
- \* Pre-Walk Assistance with phone calls, data entry
- \* Post walk assistance with thank you letters/cards
- \* Post walk Assistance with money counting, data entry

#### **5. Family Team Committee:**

- ☐ Calls Family Teams to encourage letter campaign
- ☐ Calls other patient families to encourage participation

#### **6. Publicity Committee:**

- ☐ Contacts media, i.e., radio, TV, newspapers, to publicize event via press releases, announcements, ads, interviews, etc.

If you are interested in joining a committee or have any questions about committee responsibilities, please contact Amy Kuzma; 207-899-2900

[akuzma@alsanne.org](mailto:akuzma@alsanne.org) for Maine Walks or Amy Coyne 603-226-8855  
[acoyn@alsanne.org](mailto:acoyne@alsanne.org) for Vermont or New Hampshire Walks.