

*****PLEASE READ*****

**Conway Human Development Center Volunteer Council
5-K Walk-A-Thon & 2-Mile Mini Walk
Official Rules & Information**

1. **Entry form** and **Consent to Walk/Release of Liability Form** (on sponsor pledge form) must be turned in to walk organizers before walking. Walkers are encouraged to enter before 7:55 a.m. Saturday, October 1, 2011. Appointments for pre-registration will be available Wednesday, September 28th & Thursday, Sept. 29th. Please contact Sally Sellers or Volunteer Services Office at 329-6851 for an appointment.
2. PLEASE NOTE: Walkers should request donations on behalf of the CHDC Volunteer Council, not as representatives of the Conway Human Development Center. This event is sponsored by the Volunteer Council, not CHDC. It is permissible and encouraged to explain that the walk will support a project which will benefit the center's 483 people with developmental/intellectual disabilities.
3. Contributions may be turned in anytime before or after the walk. Deadline for turning in donations, **Friday, October 14, 2011 by 4:30 p.m.** Donations turned in after this date will not count towards eligibility for incentive awards.
4. Each walker must collect or pledge \$20 minimum to receive an event T-shirt. No minimum contribution is required to win specified door prizes. Door prizes will be given the day of the walk and may be picked up after walking.
5. **Incentive Awards:** (Prizes are listed in entry brochure)
 - 5-K Division (age 13 & over)
 1. Eligibility for grand prize requires at least \$300 in donations by 4:30, Oct. 14th. Awards will go to eligible walkers with the most total contributions over \$300.
 2. All walkers who raise at least \$300 by 4:30, Oct. 14th, will win an official event prize.
 3. Walkers who raise at least \$600 by 4:30, Oct. 14th, will win one award of \$100 cash.
 4. Other incentive prizes require walkers to turn in a minimum of \$50 by Oct. 14th.
 - Mini Walk Division (12 & under)
 1. Eligibility for grand prize requires at least \$200 in donations by 4:30, Oct. 14th. Only one grand prize will be given to the top money raiser.
 2. Mini-Walkers who raise at least \$400 by 4:30, Oct. 14th, will each win \$100 cash.
 3. Other incentive prizes require walkers to turn in a minimum of \$50 by 4:30, Oct. 14th, to be eligible to win. First choice will go to walkers raising the greatest total donations over the minimum amount until all such awards are chosen.

** All major and minor incentive prizes in the 5-K walk and Mini Walk will be awarded based on donations raised by walkers, not on the basis of walkers completing the course. The walk is a symbolic volunteer gesture.**
6. It is the walkers' responsibility to collect donations and to thank his or her sponsors. Donation receipts will be provided for contributors only upon request. Donations are tax deductible only if the contributor itemizes his or her taxes.
7. Walkers who cannot participate October 1, 2011, because of unforeseen circumstances should contact Sally Sellers at 329-6851, ext. 319. If the walker provides notice by Friday, Sept. 30th, the person will be allowed to walk on another date, so long as it is done before or on Oct. 14th.
8. **Entrants who decide not to walk may not transfer their contributions to another official registered walker for the deliberate purpose of allowing the other walker to win prizes.**
9. **IMPORTANT!** We strongly request that walkers not solicit donations from any business listed on the entry form. These donors have already contributed to help offset event expenses. You may, however, ask donations of any business not listed as a sponsor.
10. We will allow walkers to have other individuals collect pledges for them, but only under very strict conditions. Names and addresses of these "pledge collectors" must be provided to the Volunteer Council in advance, and these helpers must receive the same instructions on collecting pledges that are given to registered walkers.
11. Walkers may participate on behalf of an organization or business. Business or organization representatives may compete as individuals for designated prizes. Business or organization representatives cannot raise donations from sponsors for themselves and then give their donations to another walker.
12. Tabulations of donation totals will be completed as soon as possible following the October 14th deadline. After winners are determined, we will call them. NOTE: Certain vacation prizes and other awards have specific restrictions on their use. Details about prize restrictions may be obtained by contacting Sally Sellers at 329-6851, ext. 319, or Volunteer Services Office, ext. 370.
13. Walkers who have questions or disputes on the walk should first contact Ms. Sellers. Any major disputes regarding donations, prizes or other walker matters will be settled through consultation with Mr. Price, CHDC Superintendent, or Volunteer Council representatives. Their decisions will be final.
14. Donations sent in by a donor (parent or contributor) must specify in writing which walker the contribution is for. If not specified, a walker may not claim this donation as part of his or her donation total. However, if a donor indicates in writing or calls Volunteer Services to indicate that their gift is to support a specific walker (who must be named), the contribution will be applied to that walker's total.