

STEP OUT | WALK
TO STOP DIABETES®

 American Diabetes Association.

**WE
WALK**

to end diabetes.

STEP OUT WALK

TEAM CAPTAIN GUIDE

Join the fight against the deadly consequences of diabetes and impact the lives of those affected by diabetes.





TEAM CAPTAIN GUIDE

Your guide to recruitment and fundraising success

Dear Team Captain,

Thank you for being a leader to create a life free of diabetes and all its burdens.

The success of **Step Out Walk to Stop Diabetes®** relies on teams of friends, family, co-workers, and neighbors, led by people like you. As a Team Captain, you build excitement and help your team set fundraising goals, and we're here for you every step of the way.

In this guide, you'll find everything you need to get started, including:

- Step-by-step instructions on how to get your team started
- Fun and easy fundraiser ideas to inspire you and motivate your teammates
- Tips for recruiting friends, family, and co-workers and building your team

To ensure your success, numerous helpful tools and resources are available to you through your online Participant Center at diabetes.org/stepout

Log in today for:

- Direct access to connect to your social media accounts to spread the word
- Email templates to help you and your team recruit, fundraise, and thank your donors
- Online tools and resources to help you spread the word and raise funds

Don't forget to download the easy to use app for your mobile phone!



Who we are

The American Diabetes Association® (ADA) is the nation's leading voluntary health organization fighting to bend the curve on the diabetes epidemic and help people living with diabetes thrive.

For over 80 years, the ADA has driven discovery and research to treat, manage, and prevent diabetes while working relentlessly for a cure. Through advocacy, program development, and education, we aim to improve the quality of life for the more than 133 million Americans with diabetes or prediabetes.

Diabetes is when the body does not produce or properly use insulin. Insulin is a hormone that converts food into energy, either right away or storing it for later. Both genetics and environmental factors appear to play roles in causing diabetes to develop. There are 3 types of diabetes. [Click to learn more.](#)

What we do

We lead the fight against the deadly consequences of diabetes and fight for those affected by diabetes.

- We fund research to prevent, cure, and manage diabetes.
- We deliver services to hundreds of communities.
- We provide objective and credible information.
- We give voice to those denied their rights because of diabetes.

Why Join Now?

YOU'RE UNITING as a community for health equity, bringing awareness to ensure every person has access to affordable care, and working to prevent future lives from this disease.

YOU'RE CONNECTING through year-round through customized challenges and team-building activities that engage employees, families, and friends who want to impact the lives affected by diabetes.

YOU'RE CHANGING MINDS for all people affected by diabetes by bringing awareness to the disease and the stigma it carries.



Did you know?

Every 23 seconds, someone in America is diagnosed with diabetes.

Over 37 million children and adults have diabetes in the United States.

96 million Americans have prediabetes.

3,800 Americans are diagnosed with diabetes each day.

Nearly 25,000 American youth are diagnosed with diabetes each year.

11% of the population has type 2 diabetes.

Diabetes consumes **1 in 4** health care dollars.

Every 4 minutes in America, a limb is amputated due to diabetes.

1. BUILD YOUR TEAM

Invite others to join you in fighting to end diabetes. ADA suggests teams of 10 or more registered participants but Walk teams of all size are welcome.

Tips to recruit team members:



Set up your team page.

Visit your participant center to build a team webpage, including photos of your team's reason why.



Set your participant recruitment goal.

Determine a goal for your team size and brainstorm a list of potential teammates.



Send emails.

Log in to your participant center to find pre-written recruitment emails to send to your friends and family.



Host a team rally.

Invite existing and potential team members to a party and help build excitement about participating in Step Out.



Engage in friendly competition. Challenge other teams to see who can recruit more riders. Visit the Step Out webpage for an up-to-date leaderboard.



Invite virtual participants.

Ask people from across the country to join and support your team, even if they can't make it in person on walk day.



Socialize.

Recruit teammates through social media. Share updates about your efforts on Facebook, Twitter, Instagram, and LinkedIn—right from your participant center.



Forward to a friend.

Encourage your teammates to forward a recruitment email to their contacts.



Recruit everywhere.

Ask people at your work, gym, book club, activity groups, and local coffee shop to join your team.

2. MOTIVATE YOUR TEAM

As a Team Captain, you have the opportunity to create excitement and encourage involvement.

Tips to Inspire and Engage your team:

- **Increase Communication.** In the weeks leading up to the event, send inspirational quotes, personal stories, or photos, and share updates on fundraising progress.
- **Commit to success.** Share fundraising tips with your teammates and be prepared to offer help and suggestions to those who are having a hard time asking for donations.
- **Plan a team fundraiser.** Organize an event to encourage team bonding and raise funds. This guide includes fundraising ideas!
- **Promote Fundraising Rewards.** Participants who raise \$100 earn a Step Out® t-shirt.

3. FUNDRAISE

As a Team Captain, we encourage you to embrace fundraising ideas that are easy, fun and increase involvement. Brainstorm with your teammates to select activities that will engage others in the cause.

Here are some fundraising tips to help you get started:



Set a goal, together. Plan a dinner, coffee break, or Facetime to determine your team fundraising goal and what each person will aim to raise. We encourage participants to raise \$250 to start earning items from our recognition program!



Share your story. Your reason to support diabetes is personal and your fundraising should be, too. Participants who include a photo and story about why they participate in Step Out on their personal fundraising page raise three times as much as those who do not.



Lead the way. Set an example for your team by making a self-donation. It doesn't matter how much — showing your dedication and inspiring others to do the same is what counts. Participants who make a self-donation to start their fundraising **raise double** the amount of those who don't.



Email, email, email. On average, one in three fundraising emails will result in a donation. The more emails you send, the better your odds of receiving a donation. Use one of the pre-written emails available in your online Participant Center or draft your own.



Get social. Share your story on Facebook, Instagram, Twitter, LinkedIn, and other social networks in order to maximize your fundraising reach. Set up a Facebook Fundraiser so that all donations received through Facebook will be credited to your personal fundraising page.



Take it offline. Those who raise funds both online and offline **raise three times more** than those who fundraise just one way. Have a favorite coffee shop - ask them to support your efforts, host a garage sale, reach out to local businesses, or make a phone call to start a conversation while at a community event.



Fundraise on the Go. Use the DonorDrive Step Out mobile app to fundraise, track your activity, earn badges, and share the fun by posting on LinkedIn, Instagram, and Facebook! Download the DonorDrive mobile app to your **iPhone** or **Android**, and you can fundraise from anywhere! After downloading, choose ADA Step Out Walk to Stop Diabetes as your organization and event.

Pro Fundraising Tip—Take it the extra mile.

- **Aim for one day:** Ask one person per day to donate to your team. Make the “ask” part of your daily schedule so it becomes a habit.
- **Secure matching gifts:** Many workplaces will match a portion of the money their employees raise for charity. Ask your human resource department for their policy.
- **Ask your team for ideas:** Gather inspiring fundraising ideas from your team.
- **Connect with your ADA Staff:** We are here to help you plan for and reach your goals. Connect with us today!

4. OUR CHAMPIONS

Become a Champion

A Champion is a participant who has raised \$1,000 or more. To thank these outstanding fundraising leaders, we offer exclusive perks and incentives. It's our way of showing our Champions the difference they make in the lives of people with diabetes. To learn more about Champion benefits check out your participant center at diabetes.org/stepout.

Red Striders

Red Striders participate in Step Out to share that they live with diabetes. They are not alone and represent more than 37 million nationwide. Red is the color of courage and passion, and Red Striders wear it proudly to symbolize their commitment to ending diabetes.

When you join Step Out as a Red Strider, you'll be part of a supportive community of walkers who share your passion. You'll have the opportunity to meet others who have been impacted by diabetes and to share your own story with them and you'll experience the community coming together while being surrounded by like-minded individuals working towards a common goal. We look forward to having you join us!

Powered By Purpose. Making a Difference.

Our Red Strider program is for anyone with diabetes (Type 1, Type 2, or Gestational). You can share your mission connection during registration. You will receive a special Red Strider shirt when you hit the \$100 fundraising minimum.



RED STRIDER T-SHIRT



PARTICIPANT T-SHIRT

10 TIPS FOR RECRUITING AT YOUR COMPANY

Companies and co-workers make great additions to your Walk Team! Check out these ideas to get your company and your fellow teammates' companies involved in your Step Out team! Remember, communicate with your peers in the ways you normally would!

1 Start early. Begin recruiting right after you register your team. The sooner you build your team, the more time you'll have to raise awareness and funds.

2 Speak at a company or team meeting. Sharing your personal commitment to creating a life free of diabetes and all its burdens may motivate others to get involved.

3 Change your Zoom background. Share in meetings why you're participating and ask others to join you. Create a background with the ADA logo and the link to your team page.

4 Include a blurb in your company newsletter. Share a brief story that explains your connection to ADA's mission and lets others know how they can join your walk team.

5 Ask your manager or CEO to send an email on your behalf. Draft the email you'd like sent and invite them to include a personal story if they have one.

6 Offer incentives. Encourage colleagues to sign up by offering small prizes to the first people who register for your team.

7 Get the word out. Let your co-workers know you're looking for team members and ask them to help spread the word. They may know someone in another department who would like to participate. Pro tip: ask your company to get involved by sponsoring or creating a corporate team.

8 Hold a virtual kickoff. Ask attendees to wear red. Send a small red-themed treat or item to their homes ahead of time, along with information on how to register.

9 Partner with your local ADA staff to offer a "Lunch and Learn." Encourage your team to attend and share with other departments. Ask those who participate to join your walk team.

10 Edit your signature line. Add your team link so others can join your team easily! Heading out of the office on vacation or business? Change your OOO message to include a direct link to your fundraising page.

YOUR STEP OUT WALK TO STOP DIABETES TIMELINE

6 MONTHS OUT

- Sign your team up at diabetes.org/stepout
- Your ADA Team will work with you to individualize a plan.
- Download the DonorDrive mobile fundraising app and choose Step Out Walk to Stop Diabetes as your event
- Lead by example and make a personal donation
- Start developing your plan to achieve Champion status

3 MONTHS OUT

- Continue to recruit your network to walk with you.
- Make sure you have personalized your page and share your WHY on your social media channels to jump-start your fundraising!
- Send your story via email and text
- Begin updating your team on progress

1 MONTH OUT

- Final push through the last four weeks
- Does your team have 2 or more champions?
- Prepare for event day
- Thank your teammates and donors



5. PREPARE FOR WALK DAY

Your team should arrive on event day energized and ready to show the community the force we represent in creating a life free of diabetes and its burdens.

Tips to build excitement:

Plan ahead. Check-in with your team to make sure that everyone knows where to go when to arrive and details like parking, meetup spots, what to wear, etc.

Get organized. Make arrangements for carpooling or other event-day logistical needs. Consider planning a post-walk gathering to celebrate your team's success.

Show your why. In addition to creating and wearing your team shirts, your team may want to create buttons or signs to express your reasons *why*.

Capture the moment. Take a formal team photo as well as some candid shots to capture the emotions of the day. You may want to use this in your thank you to donors or for next year's team page.

Get immersed in the ADA cause. Encourage your team to visit ADA's wellness tables at the event to learn about the lifesaving work this community is impacting.

Share your experience. Gather at the finish line to recognize your success. Be proud of all you've accomplished and share that pride with your social networks live from the event.

Show gratitude. Be sure to thank everyone who joined and supported you for their dedication to the cause. Team members and donors who are shown appreciation are more likely to participate year after year than those who are not.

Come together to celebrate. Plan a post-walk event for your team and share fundraising totals, recognize top team members, and celebrate your team's accomplishments.

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