**Walk Coordinator Duties**

The walk coordinator or coordinators are vital to the success of each Distance for Deliverance walk. Thank you for taking on this responsibility!

# Plan Your Walk

* Your first task is to select a date, time, and location between June 7 – 16, 2024 to hold your Advisory Council’s walk.
* The second task is to email your walk’s date and the walk coordinators contact information to marketing@kpmi.org so a website can be setup for your walk. Your walk will be added to the main Distance for Deliverance website as well.
* Third is to send your walk webpage’s hyperlink out to your Advisory Council members and the community, inviting them to register for the walk. This message can be sent through KairosMessenger.
* Encourage every registrant to then invite others via email or social media to register to walk or to donate to their efforts.

# DonorDrive Website Platform

* You will be given administrative access to the DonorDrive platform that is being used to handle the registration, donations, and fundraising pages. Don’t worry, the KPMI team is available to assist you in getting your page and messages setup the way you want them!
* You can customize the default message every participant’s fundraising page begins with. Each participant can customize their own page, and there is a template already included, so don’t worry you don’t have to create it from scratch.
* There are already a variety of email messages ready to send out through the DonorDrive system. You may customize these templates, and even add additional messages that you may want to send out.
* DonorDrive also allows you to see who has registered, how much has been donated, and to check walkers in at the walk.

# Holding a Successful Walk

* You must create a 2-mile course for participants to walk. It can be on local streets (with the proper permits), sidewalks, a local trail, around a track, or any other location that you can gain permission to use.
	+ Have the course clearly marked with cones, signs, or barriers to ensure that participants stay on the mapped route. If possible, have volunteers at any turns in the course to ensure everyone stays on track.
	+ Ensure plenty of water is available along the route. Have tables with bottled water spaced throughout the course. If possible, have volunteers available to hand the water out and dispose of any empty bottles.
	+ Have a first aid kit available for small medical issues.
	+ Have a registration table with a laptop that has DonorDrive open so each participant can be checked in. Day of registrants can be entered in DonorDrive, or they can be directed to register by using their phone and the walk’s QR code.
	+ Have an audio system at the starting area. You can play music before the walk, have someone lead stretches, make announcements, introduce special guests, allow people to share their Kairos testimony, and to get the walk started.
	+ Ensure there is restroom access near the starting area.
	+ Ensure there is electricity near the starting area for the audio system and to charge any computers or other devices.