

WALK PLANNER

Use this Planner to make sure that all of the many details leading up to the Walk event are assigned and completed on time.

NOTE: All materials in **bold** are available on walkintomyfuture.com

EVENT DETAILS

Organization _____

Event Date _____

Coordinator _____

Event Location _____

Phone Number _____

Description of Event _____

	ACTION ITEM	TEAM MEMBER	DUE DATE
EDUCATE	Send letter to families explaining the Walk		
	Add walkintomyfuture.com link to organization's website		
	Schedule a 529 representative for informational workshop		
	Schedule and promote "Enrollment Night" (if necessary)		
	Distribute "How to Enroll" factsheet		
PROMOTE	Order/download posters ; hang them up		
	Schedule regular volunteer/committee meetings		
	Plan "saving for college" activities for the children		
	Send out reminders to families		
PREPARE	Arrange for refreshments		
	Purchase supplies (balloons, signs, etc)		
	Schedule volunteers		
	Alert the media		
WALK!	Prepare the location (tables, signs, trashbags)		
	Hand out certificates to children		
	Remind children about pledge "thank you" notes		
	Let us know how it all went!		