



Corporate Donation Guidelines

Capital City Step Up Walk

Saturday, October 7, 2017

Again this year the Step Up for Down Syndrome Walk Committee has decided to ask the team captains to help solicit corporate donations. The guidelines are as follows:

- A brochure has been printed to help you with your fundraising efforts. Each team must write their name on the brochure to be given credit for the donation.
- Any monetary donations received will count toward the team's fundraising amount for Fact Posters and team awards.
- Companies who receive free t-shirts by donating at a tier level will be able to choose if they want their company name printed at the top on the back of the t-shirts (in addition to any logos earned) or if they want a team's name printed on the back of their shirts. If the company chooses a team's name, the walkers will count toward the walker totals of that team. If they choose their company name, a new team will be created for their company.
- The brochure also gives companies the opportunity to donate below a tier level or to give a silent auction or in-kind donation. Only monetary donations will count toward team fundraising goals. All silent auction items need to be turned in to the DSAF Step Up Walk Prize Committee.
- Teams may work with other teams to request a donation for a single company. All team names should be placed on the donation brochure and the donation will be split equally between the teams. Only the team(s) whose name is on the form will be given credit for the corporate donation.
- The completed form and logo MUST be received by August 30, 2017. Only contributions accompanied by a sponsorship form will be given the benefits listed. Contributions received without a sponsorship form will be credited to the designated team and will be marked as a donation not a sponsorship.