

# WALK COMMITTEE

## Data Manager



By carefully and accurately documenting contact information for your Walkers and Team Captains, you are ensuring both your Walk and CWS can better recognize, appreciate, encourage and maintain hunger champions from year to year. Also, with a growing trend of municipal governments to require an accounting of all event participants, it is critical that we create processes that will be in keeping with city rules so that we can continue to be welcomed to walk. As Data Manager, you are ensuring all contact information is collected for each Walker, stored electronically and available to both the Walk Coordinator and CWS. The majority of the work for this position is at the Walk and after the Walk is over.

This position is ideal for organized people who enjoy behind-the-scenes work and are comfortable with computers and Excel.

### RESPONSIBILITIES

- Implement a system for data collection on Walk Day using CWS provided models.
- Recruit and train volunteers on correct procedures for data collection on Walk Day
- Ensure all hand-written data is translated electronically to the Excel spreadsheet (located at <http://support.crophungerwalk.org/data-worksheet>) in collaboration with the Walk Coordinator and/or Treasurer.
- Submit the spreadsheet to [forms@crophungerwalk.org](mailto:forms@crophungerwalk.org)
- Discuss with Walk planning team uses for the data. *Note: CWS respects the privacy of our supporters and will never sell donor data. The contact information will be used for ongoing stewardship and appreciation of donors.*

### IMPLEMENT WALK DAY DATA COLLECTION PROCEDURE

Work with your Walk committee to determine the best procedure for collecting complete information on all Walkers. Work in conjunction with your committee members that are also handling Team Captain check-in. Your data collection procedure should be in place prior to the Team Captains Rally so the information will be conveyed to all Team Captains at that time. Some general best practice tips for Walk Day data collection include:

- When placing the materials order for the Walk, be sure to include printed Sign-In Sheets and enough stickers to hand out to each Walker.
- In the registration area on Walk Day, set up two designated tables, one for Team Captains to check in and one for ALL Walkers to Sign-In.
- Include a separate table for ONLINE Walkers – two days before your Walk, request a report from [webwalk@crophungerwalk.org](mailto:webwalk@crophungerwalk.org). Have a copy of the report at the ONLINE Walker registration area and check off the names of ONLINE registered Walkers and give them a sticker once confirmed. If their name is not on the list, ask them to fill out the Sign-In Sheet.
- Recruit volunteers to greet and direct Walkers to the correct tables to ensure everyone knows where to go and that sign-in is required.
- Utilize an emcee to make periodic announcements reminding Walkers that everyone needs to sign in.

## **Electronic Collection**

- If you have access to multiple laptops/ tablets and electricity, use them at sign-in tables with the Excel spreadsheet open for input directly by the Walkers or registration volunteers.
- After each person has signed-in, hand them a sticker to show they've been counted.

## **Paper Sign-In Collection**

- Include the Sign-In Sheet at the separate sign-in table and require every Walker to stop by and fill in the form. After each person has signed-in, hand them a sticker to show they've been counted.
- Attach Sign-In Sheets to clipboards and have volunteers circulate throughout the crowd and give a sticker to each person who has signed the sheet. Anyone without a sticker should be approached.
- Distribute the Sign-In Sheet to Team Captains in advance of the Walk so they can capture all Walker information prior to the Walk. This is especially important for teams including youth and parents of youth not attending the Walk who will need to sign permission for the youth to walk.

## **RECRUIT AND TRAIN VOLUNTEERS FOR DATA COLLECTION**

- After determining your Walk Day Data Collection Procedure, determine the number of volunteers needed and begin recruiting.
- Train your registration volunteers to confirm that ALL information on the Sign-In Sheet is filled out completely and legibly. Family registration - each family member over 18 should sign in separately. *Note: CWS does not collect information for children under 18, only a name and parents signature is required for them.*

## **ENSURE ALL HAND-WRITTEN DATA IS TRANSLATED ELECTRONICALLY TO THE PROVIDED EXCEL SPREADSHEET**

- If paper Sign-In Sheet was used, recruit a team of helpers to input the data into the spreadsheet that will be provided to you. You can submit multiple spreadsheets, so this task can be split and people can accomplish this task on their own.
- Complete the submission of the Excel spreadsheet within a month of your Walk. Spreadsheets can be submitted to [forms@crophungerwalk.org](mailto:forms@crophungerwalk.org) and Walk Coordinator.

**Remember to thank to all your volunteers once everything is submitted.**