

GEORGIA 2-DAY WALK FOR BREAST CANCER

Presented by:

Green.Money

WALKER MANUAL

2020 Georgia 2-Day Walk for Breast Cancer



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In Response to COVID-19

It's The Journey recognizes that these are very uncertain and concerning times. We wish to do our part to prevent the spread of COVID-19 (coronavirus) by adjusting our calendar of events and by changing our work patterns. In doing so, we hope to keep both our incredible supporters and staff as safe as possible in the days and weeks to come.

In response to COVID-19, our Giving Gala has officially been postponed to Saturday, June 6, and the 2-Day Walk Kick Off has been postponed to Saturday, May 16. We will be monitoring recommendations made by medical professionals as well as government mandated rulings on social gatherings. Also, in response to COVID-19, our staff has moved to working remotely. All staff members are still available by email and phone. Working remotely may cause a slight delay in the donation process, and we thank you for your patience.

We look forward to seeing the unique ways our walkers conquer these uncertain times with creative approaches to training and fundraising, and we are always here to help answer any questions or concerns.

We thank you for your support and understanding as we all navigate these uncharted waters together. ITJ encourages you to exercise extreme caution and to strictly adhere to all federal, state, and local guidelines in order to protect yourself, your family, and your community. Together, we will persevere through this crisis. It most certainly is a journey!⁷

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Thank You for Joining Us!

Thank you for being a part of the Georgia 2-Day Walk for Breast Cancer! We know that participating in this event requires a lot of time, training, and effort as you look for ways to meet your 2-Day fundraising goal. We are truly grateful for your willingness to help us fight breast cancer here in Georgia!

This guide is a tool to help answer common questions, to help you stay on track in your fundraising and training efforts, and to help you feel fully informed about who we are as a charity and how your efforts help women and men in Georgia fight breast cancer. Should you ever have questions beyond the scope of this manual, you can always contact our staff (see page 17) Monday – Friday, 9:00 am – 5:00 pm. We are here to serve you!

A (Brief!) History of It's The Journey

It's The Journey, Inc. is a local 501(c)3 non-profit founded in 2002 by breast cancer survivor, Randi Passoff. Our mission to support Georgia breast health and breast cancer programs that focus on education, screening, diagnostics, support services, genetic counseling and testing, research, and serving the unmet needs of the Georgia breast cancer community.

Our signature fundraising event is the Georgia 2-Day Walk for Breast Cancer. We also work with community partners (including corporations, local businesses, neighborhood associations, and fellow non-profits) to host ancillary fundraising events, like golf tournaments, charity auctions, and charity socials.

In 2002, the Avon 3-Day Breast Cancer Walk dissolved in Atlanta. Randi Passoff, a long-time participant, decided that Atlanta needed a fundraising event where all of the funds stayed local to support Georgia breast cancer patients and breast health programs. She created what we call “the kinder and gentler breast cancer walk.”

The Georgia 2-Day Walk explores 30 miles of beautiful Atlanta neighborhoods over 2 days, and our 2-Day participants sleep at the Atlanta Marriott Marquis downtown.

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Where the Money Goes

Our Impact:

- \$16 million raised since 2002
- 403 grants for breast cancer and breast health programs funded
- Nearly 1,000 yearly registered walkers
- 250 volunteer crew members
- For descriptions of the grant organizations that the Georgia 2-Day Walk for Breast Cancer serves, visit <https://itsthejourney.org/2020-grantees/>

What Kind of Things Do ITJ's Grants Pay For?

Funds raised by It's The Journey and the Georgia 2-Day Walk for Breast Cancer support:

- Screening and diagnostic **mammograms**
- **Diagnostic services** like biopsies, ultrasounds, and MRI's
- **Genetic counseling and testing**
- **Support services** for breast cancer patients, survivors, and their families
- **Lymphedema** compression garments
- **Direct financial assistance**
- **Breast cancer research**- right here at Georgia colleges and universities, including:
 - o University of Georgia
 - o Georgia Institute of Technology
 - o Georgia State University
 - o Emory University
 - o Morehouse School of Medicine

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Walker Roles and Responsibilities

What Does A 2-Day Walker Do?

- **Meet Fundraising Goals**
 - o 2-Day Walkers are required to raise \$1,000
 - o Saturday Walkers are required to raise \$750
 - o Sunday Walkers are required to raise \$500
 - o 2-Day Student Walkers are required to raise \$500
 - o Saturday Student Walkers are required to raise \$375
 - o Sunday Student Walkers are required to raise \$250
- **Get creative with your fundraising ideas!**
- **Prepare for the 2-Day walk**
 - o We do not require our walkers to complete the route, but we do encourage everyone participating to train in order to avoid injury or fatigue!
 - o We recommend everyone attend our training walks (see page 16). If you are unavailable to participate in our training walks, we recommend you develop your own training regimen to build your endurance and stamina for the 2-Day!
- **Spread the word about the 2-Day Walk!**

You Don't Have to Do It All! Think About Working as a Team!

Team members can be your new best friend! Ask your team captain how you can help the group.

- **Could you be the designated "Training Walk Reminder"?**
- **Could you stay on top of who has/hasn't made room reservations?**
- **Could you be in charge of filling volunteer shifts during an upcoming fundraiser?**

If you decide to walk without a team, make sure you're adding important 2-Day events and deadlines to your calendar and reminders.

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Communications

The E-blast

Please make sure to read through the e-blast each week. Important updates, deadlines, upcoming event details, fundraising and training tips, registration discounts (for recruiting friends/family), etc. are all found in that electronic newsletter, typically sent each week on Tuesdays.

Training

Take advantage of the training walks organized by It's The Journey! Each training walk includes a pre-approved route, safety crew at street crossings, bathroom breaks, and water and snacks to help you power through each mile. It's a great mini-version of the 2-Day, and helps rookies get a taste for what the 2-Day Walk weekend will be like! Details for each training walk are announced in the e-blast and on Facebook.

Live too far away for training walks, or want to incorporate group training sessions to help stay on track for the 2-Day? Rally your team or group of friends to walk at your local park or in a neighborhood once a week - or however often is most practical for your schedules! If you let us know about your training walk, and you're open to new people, we can advertise your training walks as well!

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Registration

What Registration Does (and Does Not!) Include

Registration Type	Fee	Description	Full Description
2-Day Walker	\$160.00	Walks 20 miles Saturday, 10 miles Sunday, with fundraising requirement of \$1,000.	\$160 Registration includes your shared Saturday night hotel room, 4 meals over the weekend, 2-Day Victory Shirt, and transportation back to the Marriott after Closing Ceremonies. Walks 20 miles on Saturday, 10 miles on Sunday, and fundraises a minimum of \$1,000.
Student 2-Day Walker	\$160.00	Must be between the ages of 14 and 22 by the time of the 2020 Georgia 2-Day Walk	\$160 Registration includes 4 meals, shared Saturday night hotel room, 2-Day Victory Shirt, and transportation back to the Marriott after Closing Ceremonies. Walks 20 miles on Saturday, 10 miles on Sunday, and fundraises a minimum of \$500.
2-Day Crew	\$160.00	Commits to volunteer for the 2-Day Walk from Friday evening to Sunday afternoon.	\$160 registration includes your shared Saturday night hotel room, 5 meals, 2 Crew shirts, 2-Day Victory Shirt, and transportation back to the Marriott after Closing Ceremonies. After your registration is completed, Ray Roberts will reach out to you about your specific Crew assignment.
2-Day Youth Crew	\$50.00	Commits to volunteer for the 2-Day Walk from Friday evening to Sunday afternoon. Ages 12-14.	2-Day Walk Youth Crew is open for students ages 12-14. In order to participate in Youth Crew, students *MUST* have a parent or a guardian who is a registered 2-Day Walk participant (Walker or Crew). - Fundraising minimum \$300 - Registration includes half of Saturday night hotel (share with parent or guardian), meals, Youth Crew t-shirts, Victory shirt
Sunday Walker	\$100.00	Walks 10 miles on Sunday only and has a fundraising requirement of \$500	\$50 Registration includes Sunday breakfast, 2-Day Victory Shirt, and transportation back to the Marriott after Closing Ceremonies. Walks 10 miles on Sunday and fundraises a minimum of \$500.
Student Sunday Walker	\$50.00	Must be between the ages of 14 and 22 by the time of the 2020 Georgia 2-Day Walk	\$50 Registration includes Sunday breakfast, 2-Day Victory Shirt, and transportation back to the Marriott after Closing Ceremonies. Walks 10 miles on Sunday and fundraises a minimum of \$250.
Saturday Walker	\$100.00	Walks 20 miles on Saturday only and has a fundraising requirement of \$750	\$100 Registration includes Saturday breakfast, Saturday lunch, and 2-Day Victory Shirt. Walks 20 miles on Saturday and fundraises a minimum of \$750.
Student Saturday Walker	\$50.00	Must be between the ages of 14 and 22 by the time of the 2020 Georgia 2-Day Walk.	\$50 Registration includes Saturday Lunch and 2-Day Victory Shirt. Walks 20 miles on Saturday and fundraises a minimum \$350.



Everything You Need to Know About Hotel Rooms

Every registered 2-Day Walker and Crew Member must make their hotel reservation, or be listed on a reservation as a roommate. The cost of a shared Saturday night hotel room is included in the 2-Day Walker or Crew registration fee.

Participants will need to provide a credit card for incidentals (ie. room service, etc.) when making the reservation, but will not be charged for their shared Saturday night room.

Saturday-only or Sunday-only Walkers may choose to book a room at their expense through our hotel block. Simply use the same reservation link and book a room at our reduced rate.

If participants do not wish to share a room, they can pay for a single room supplement using our 2-Day Walk Weekend Event Planner. If a participant wants a guest (ie. a spouse, partner, friend, etc.) to share their hotel room with them, but that guest is not a 2-Day Walker or Crew member, that participant will need to pay for a single room supplement.

If one of your teammates needs a roommate, please contact Jon at jmcmurdo@2daywalk.org.

If you have any questions about the hotel reservation process, please contact Ray at rroberts@2daywalk.org.

Links to the hotel reservation site and Weekend Event Planner will be released in June, 2020. They will be posted on the 2-Day website, and will be announced on Facebook and in our weekly e-blasts.

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The 2-Day Weekend Event Planner

In addition to booking Single Room Supplements, our 2-Day Walk Weekend Event Planner allows walkers to purchase or reserve optional items, such as:

- In Honor Of/In Memory Of Signs
- Saturday Night Dinner tickets for guests who are not registered 2-Day Walkers or Crew Members per availability.
- Team Tables for Saturday Night Dinner: there is no longer a charge for reserving a Team Table. Your Team Captain (if applicable) can reserve a table so that you and your teammates can enjoy dinner together!
- Tickets for family & friends to come to lunch on Saturday at the 2-Day Walk per availability.

If you have questions or need help with the Weekend Event Planner, contact Ray in the office at 404.531.4111 or email her at rroberts@2daywalk.org.

Links to the Weekend Event Planner will be released in June, 2020. They will be posted on the 2-Day website, and will be announced on Facebook and in our weekly e-blasts. See Page 18 for the final dates relating to hotel reservations and the 2-Day Weekend Event Planner.

Financial Stuff

Fundraising Deadlines

In order to participate in the 2020 Georgia 2-Day Walk for Breast Cancer, walkers are required to have at least 50% of their total 2-Day fundraising goal turned in when they check in at the walk. If a walker has not completed her fundraising, she will be required to sign a commitment form for the balance of her fundraising minimum and provide a credit card. **She will have until November 7th, 2020 to complete her fundraising.** If at that time she still has not met her fundraising goal, her card will be charged for the remainder of her goal.

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For questions, please contact Linda by calling the office at 404.531.4111 or by emailing her at lshein@2daywalk.org.

Donation Forms

In order to help us track which donations are applied to which team/individual, you must submit a Donation Form (available online at <https://itsthejourney.org/downloadable-information/>) **with any checks or cash you turn in to the office.** Please do not ever send cash through the mail- please either convert it to a money order, or write a personal check for the total, and keep the cash yourself.

Transfers

One of the benefits of the Georgia 2-Day Walk for Breast Cancer is the ability for Team Captains to transfer money throughout their team members' individual fundraising accounts. In order to do this, your team captain must fill out a Transfer Form (available online at <https://itsthejourney.org/downloadable-information/>). **Only a Team Captain can authorize a transfer to an individual out of the Team Account.** Submit those via email, fax, mail, or in person at the 2-Day office to Linda. You can reach her at 404.531.9111 (fax) or by emailing her at lshein@2daywalk.org.

The final submission date for transfers prior to the walk is Friday, September 25. Transfers can be made at check-in during the walk weekend, but you can save time in line by making those arrangements in advance (which is a huge help to our accounting team)!

Awards Consideration

If you or your team (if you choose to join a team) are in the running for a fundraising award (see categories for 2020 in the "Team and Individual Awards" section on page 14), **the cutoff for turning in donations is Wednesday, September 30th at noon. Funds received after that deadline will not be taken into account for award placement. To be considered for a Team Award, your team must have a minimum of 10 team members.**

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Matching Gifts

Many companies offer to match the donations their employees make to philanthropic causes. Check here to find out if your company has a matching gifts program, and look at their instructions for submitting your donation!

<https://itsthejourney.org/matching-gifts/>

Matching gifts is a great way to maximize your team's fundraising potential. **Check with your friends or 2-Day teammates to see who among them (or their spouses) has a matching gifts program through their employer.** You may want to have the teammate with access to the best program submit any funds raised by your team through her employer. **However, be cautious and have her check with HR to see what limitations they place on matching gifts and how often they issue matching funds.** Some companies only issue checks quarterly, and you don't want to miss the fundraising deadline waiting for a match to come through. Be smart about when you turn in your match requests, and for help or questions, contact Trudy Gray in the office at 404.531.4111 or by emailing her at tgray@2daywalk.org.

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Fundraising

Fundraising can be one of the most intimidating parts of committing to the 2-Day Walk for rookies, but working smarter (not harder) can take a lot of the pressure off! A few quick tips:

- Some people have ten “\$100 friends,” and others have dozens of “\$10 or \$20 friends.” Play to your strengths and to your audience! Creating \$5 Friday posts (asking folks to donate \$5) on social media are a great, low-stakes way to ask your friends and family to support you. Some people will donate \$5 once, and others will donate weekly!
- Whether it’s on your 2-Day fundraising page, an email, letter, or social media post, personalizing your asks will make a huge difference. Include a (brief!) statement on why you are walking and what participating in the 2-Day means to you. Pictures also really help people better connect with you and your fundraising efforts.
- Ask your HR department what is/is not allowed for charity fundraising. IE. can you host a “Casual Friday” ticket sale for one month? Can you sit a donation can on your desk and sell candy or snacks to cure the 3:00 pm munchies? If you don’t ask, you’ll never know!
- It is always smartest to approach restaurants/shops that you regularly patronize for support. If the owner or manager recognizes you, he or she will be far more likely to donate a gift card for your raffle or let you host a “give back” night.
- Does your child or grandchild play a sport or group activity where other parents are waiting around? Is the concession stand closed during practices or non-existent? Selling hot chocolate, coffee, cupcakes, etc. is an easy way to gain the support of a captive audience (check park rules and regulations first)! Look for places in your life where there is a natural gathering of people, and a lack of something that you can (easily!) make accessible.

Need fundraising ideas? Visit <https://itsthejourney.org/fundraising/> for suggestions and for letter templates.

If you have donation checks being sent directly from a corporation (ie. from a giveback meal or a shopping promotion), make sure ITJ knows to expect a check from that company, the date of your event, the estimated donation amount (if you know it), and if you intend to divide those dollars up among your fellow team mates.



Setting up Team Pages and Personal Fundraising Pages

Every single walker and crew member is automatically set up with a personal fundraising page upon registration. That site can be personalized with pictures, content about why you are participating in the 2-Day, and can be used to generate donation requests via e-mail and social media. You can even enter credit card information from donors at events!

So why use our personal fundraising pages instead of Gofundme, Facebook donations, etc.? Well, in order for your donors to receive a tax-deduction for their donation, It's The Journey has to receive the money directly. We cannot issue donation receipts for funds processed by a third-party company. We also can't gather the data we need from those websites to know who the money was raised by- they don't provide that kind of information for us. Bottom line? **Don't use any online fundraising software outside of your 2-Day team or personal fundraising page!**

Need help navigating those pages, personalizing them, or getting set up for the first time? Check out the step by step guide here: <https://itsthejourney.org/wp-content/uploads/2017/03/Personal-Page-Setup-Instructions.pdf>

Promoting Your 2-Day Fundraisers

If you use social media, it can be a great tool for soliciting donations! But don't use their donation button, as explained in the section above. Social media allows you to share events with your friends list, create RSVP lists, and to share news about your event without using your personal Facebook page. Always remember to post about upcoming fundraising events on social media and to tag friends who are nearby so that they can come out and support you and your fundraising goals!

We can also promote your fundraising event in the 2-Day weekly e-blast. Please submit those event details to Whitney Pack at wpack@2daywalk.org. Your event can run for 2 weeks leading up to the event date. However, please do not count on the e-blast alone to help you have a good turnout. We promote several events each week, and the recipients of the e-blast are inundated with lots of other walk related info 😊

We are not usually able to promote individual or team fundraisers on the 2-Day Walk Facebook page. Due to Facebook's newsfeed formula, we must limit the number of daily posts we do, or they begin to suppress viewership. If you have a big fundraiser coming

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up, you can always ask. If we don't already have a scheduled post, we may be able to fit you in (but we promise it's not personal if we say no)!

Team and Individual Awards

Team and Individual awards are given out on Saturday evening at the 2-Day Walk.

Totals will be pulled on Wednesday, September 30th at noon, so anyone in the running for an award must have the funds turned in and received by the office at that time. Any funds received after that time will not affect the rankings of award winners. To be considered for a Team Award, your team must have a minimum of 10 members.

The highest fundraising team and individual award winners will get to be a part of a grant called the 2-Day Highest Fundraisers Gift. It's The Journey's Board of Directors will select 3 worthy breast cancer programs from the grant applications that could benefit from additional funds. The award winners in the noted categories below will vote on a winner, and the grantee receiving the highest number of votes will receive an additional \$7,500 to support their program! Those individual award winners or team representatives will get to present the grant to the recipient at the 2020 Giving Gala.

The 2-Day Community Gift is another \$7,500 grant that all 2-Day participants will get to vote for on Saturday night at the walk! That's a total of \$15,000 2-Day Walker and Crew members will have a direct influence in awarding to worthy breast health & breast cancer programs in need!

- **Overall Highest fundraising team**
 - Certificate + hotel suite for weekend + VIP table with wine at Saturday Night Dinner + 2 tickets to Giving Gala + gives away \$5,000 at Gala + team members vote on recipient of 2-Day Highest Fundraisers Gift
- **Highest fundraising teams: Groups A-C**
 - **Group A (30+ Team Members)**
 - Certificate + hotel suite for the weekend + VIP table with wine at Saturday Night Dinner + 2 tickets to Giving Gala + gives away \$4,000 at Gala + team members vote on recipient of 2-Day Highest Fundraisers Gift
 - **Group B (15+ Team Members)**
 - Certificate + VIP table with wine at Saturday Night Dinner + 2 tickets to Giving Gala + gives away \$3,000 at Gala + team members vote on recipient of 2-Day Highest Fundraisers Gift

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- **Group C (10+ Team Members)**
 - Certificate + VIP table with wine at Saturday Night Dinner + 2 tickets to Giving Gala + gives away \$2,000 at Gala + team members vote on recipient of 2-Day Highest Fundraisers Gift
- **Highest fundraising rookie team**
 - Certificate + VIP table with wine at Saturday Night Dinner + 2 tickets to Giving Gala + gives away \$1,000 at Gala + team members vote on recipient of 2-Day Highest Fundraisers Gift
- **Vanguard Award- recognizes 2-Day Walk teams with over a decade of participation in the Georgia 2-Day Walk for Breast Cancer**
 - Certificate + VIP table with wine at Saturday Night Dinner + 2 tickets to Giving Gala + gives away \$1,000 at Gala + team members vote on recipient of 2-Day Highest Fundraisers Gift
- **Highest Individual Fundraiser**
 - 2 tickets to Gala + gives away \$5,000 at Gala + votes on recipient of 2-Day Highest Fundraisers Gift
- **2nd Highest Individual Fundraiser**
 - 2 tickets to Gala + gives away \$2,500 at Gala + votes on recipient of 2-Day Highest Fundraisers Gift
- **Highest Individual Crew Fundraiser**
 - 2 tickets to Gala + gives away \$1,000 at Gala + votes on recipient of 2-Day Highest Fundraisers Gift
- **Top Individual Fundraisers #5, #4, #3**
 - A gift of thanks from It's The Journey
- **Highest Teen Fundraiser**
 - A gift of thanks from It's The Journey
- **Randi Passoff Spirit Award Winner- a service award recognizing outstanding dedication to It's The Journey during that calendar year**
 - Award + 2 tickets to Gala
- **Art George Award for Outstanding Crew Member- a spirit award recognizing an energetic and engaged Crew Member who elevates the walkers 2-Day experience**
 - Award + 2 tickets to Gala
- **Hall of Fame- outstanding 2-Day Walk participants (including Crew) who have been a part of the 2-Day Walk for 7 or more years**
 - Award

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The 2-Day Walk Weekend

For those of you who are rookies, there can be a lot of unknowns when it comes to what the 2-Day Walk experience will be like. Checking your weekly e-blast, especially as we get closer to the walk date, will provide answers to the vast majority of those questions. To help you answer your queries, we've provided answers to several common questions below:

- What to expect:
 - o The 2-Day Walk is an exciting, whirlwind experience. Whether you choose to check-in the night before the walk or check-in that morning, once breakfast and Opening Ceremonies begins, we plow on full steam ahead until Closing Ceremonies, midday on Sunday. That said, the 2-Day is not a race, and it's not a competition. Participants can elect to walk every single mile, or utilize sweep vans to give tired feet a boost and skip a few miles, or even go back to the hotel early. It is truly up to you, and we prefer that walkers listen to their bodies rather than push too hard and end up injured or in pain.
- Checking In
 - o Remember that in order to participate in the 2020 Georgia 2-Day Walk for Breast Cancer, walkers are required to have at least 50% of their total 2-Day fundraising goal turned in when they check in at the walk. See page 10 for details.
- When will we see the 2-Day Walk Weekend Agenda? The route? Cheer Station locations?
 - o The Weekend Agenda, route, and cheer stations are released approximately one month prior to the walk. They will be published on the website (under "Blogs"), on Facebook, and in the e-blast.
- Can my family or friends join me at Saturday lunch or dinner?
 - o Due to security, only guests who have purchased meal tickets for either Saturday lunch or dinner will be permitted to enter those meal sites. Tickets will be made available on the 2-Day Weekend Event Planner. Additionally, only registered participants are allowed in event areas like B'Rest Stops. See page 9 for details.
- Sweeping on the Route
 - o Our route is patrolled by sweep vans that can transport walkers that are unable or do not wish to finish that day's route. Only participants that are wearing credentials will be able to enter the sweep van due to liability reasons.

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Important Dates

Regarding Coronavirus: All ITJ event dates are being evaluated. Your health and safety are our first priority. We look forward to welcoming you at the 18th Georgia 2-Day Walk for Breast Cancer, October 3-4, 2020!

Kickoff: Orientation & Randi Passoff Memorial Training Walk	Saturday, May 16
Hotel Link Opens	Tuesday, June 2
Weekend Event Planner Opens	Tuesday, June 2
Giving Gala	Saturday, June 6
July Training Walk	Saturday, July 18
Survivor Victory Lap Registration Opens	Monday, August 3
Day Volunteer Link Opens	Monday, August 10
September Training Walk	Saturday, September 12
Hotel Link Closes	Monday, September 14
Weekend Event Planner Closes	Monday, September 16
Online Registration for 2020 2-Day Closes	Friday, September 25
Survivor Victory Lap Registration Closes	Monday, September 28
2020 Georgia 2-Day Walk for Breast Cancer	Saturday, October 3- Sunday, October 4
Fundraising Deadline	Saturday, November 7



It's The Journey Staff Directory

As we approach the 2-Day Walk, we know many of you will have questions about a variety of issues. You can call the office (404.531.4111) from 9:00 am-5:00 pm, Monday-Friday, or e-mail the appropriate staff member (below):

Jon McMurdo, Development Coordinator: jmcmurdo@2daywalk.org

2-Day personal page troubleshooting, new team recruitment, fundraising assistance and advice, roommate matching for the 2-Day Walk Weekend, Mile Marker sponsorships

Linda Shein, Office & Accounting Manager: lshein@2daywalk.org

Personal and team account balances, transfers, donation troubleshooting

Ray Roberts, Logistics Manager: rroberts@2daywalk.org

All Crew related or day volunteer questions, Weekend Event Planner, hotel reservation troubleshooting, staff support for 2-Day fundraisers

Whitney Pack, Communications & Marketing Manager: wpack@2daywalk.org

Issues with receiving e-blast, 2-Day Walk Weekend schedule questions, flyer approval, logo requests, Team T-shirt approval/ contest entry, sponsor benefits

Trudy Gray, Donations Coordinator: tgray@2daywalk.org

Matching gifts, donation processing

Pam Rosenthal, Event Planner: pam@2daywalk.org

All Marriott Marquis hotel reservation issues. Please *do not* make any changes to your hotel reservations without first contacting Pam.

Stephani Tucker, Executive Director: executivedirector@2daywalk.org;

470.985.9055

For sponsorship opportunities, speaking engagements, or corporate walking team information, contact Stephani. For all other 2-Day Walk issues, please first review the staff list above to see if we can be of assistance!