

## **What is a Step Forward to Cure TSC Walk?**

Step Forward to Cure TSC is the TS Alliance's largest national fundraising program, featuring a series of walks organized by local volunteers and families who are affected by TSC. Successfully launched in more than 30 communities across the United States, this grassroots effort not only generates vital funds for TSC research and support programs but also raises awareness about this disorder.

## **REGISTRATION**

### **I registered online, do I need to check-in at the walk?**

No. You get to skip the line and go directly to the t-shirt pick up station. If you have donations to drop-off you will need to complete the top half of a registration envelope and drop-off at the registration table.

### **How do I register?**

Visit [www.stepforwardtocurets.org](http://www.stepforwardtocurets.org) then choose your local event by clicking **Find a Walk**, or come to the onsite registration area on the day of the event. Registration times vary.

### **How much does it cost to register?**

There is **no fee** to participate in or attend the walk, except for the National Walk on the Mall (see below). The walk is designed to be a fun day for all, but reaching our fundraising goal is equally important. The walk raises money to support research, community services, advocacy and awareness so any donation you can give or raise, no matter what size, makes a huge impact.

The Step Forward to Cure TSC National Walk on the Mall has registration fees that include lunch, refreshments, entertainment and a specially designed t-shirt. The registration for adults is \$25 and youth (12 and under) is \$15.

### **Does everyone need to register?**

Everyone is required to register for the walk. If you have children under the age of 18, simply fill in their name under your signature on the registration envelope – that is it, they are ready! Each walker 18 years or older must complete and sign the waiver and complete registration.

### **Can I still fundraise if I can't attend on walk day?**

Of course! You can choose to sign up as an "Angel Walker" when you register. This means that even though you won't be walking in person, you'll still run a fundraising campaign and virtually "walk" to support TS Alliance. And, you'll still be eligible for recognition gifts!

## **What are the benefits of using online fundraising?**

Online fundraising is designed to make your fundraising efforts more successful. Some of the benefits include:

- You can easily and quickly make a personal donation, send emails, track donations and send thank you notes to donors.
- The online Participant Center allows you to track your progress towards your goal with an online fundraising “thermometer.”
- You can personalize your fundraising page by sharing your story and reasons for participating in the Step Forward Walk.
- Donors receive an automatic confirmation of their charitable gifts, providing them with an immediate receipt for tax purposes.
- Step Forward to Cure TSC is a secure site and accepts credit cards, so there’s no need to hassle with checks.

## **What is my Participant Center?**

Your participant center is an online portal for your Step4TSC Walk fundraising efforts. In your participant center, you’ll find tools to set up a fundraising web page, send fundraising emails, and check your fundraising progress.

## **How do I form a team?**

Forming a Walk team is easy! Find your local Walk at [alz.org/walk](http://alz.org/walk), and click "Register." If you're a new participant, click "Start a Team." You will automatically become the team captain for your team. Then, ask friends, family and coworkers to join your team and the fight against Alzheimer’s. If you are a returning walker, log in with your username and password, then choose to start a new team or re-start your team from last year.

## **How do I re-start my team from a prior year?**

To re-start a team from a prior year, you must have your log in credential. Forgot your username and password? [The](#) system will send you a reminder email. Find your local walk and click the "Register" button. Once logged in, you will be asked if you would like to re-start your team. Choose to re-start your team, and continue with the registration.

## **What does it mean to be a Team Captain?**

Team Captains are the liaison between team members and TS Alliance. They are responsible for recruiting walkers and motivating team members to raise funds for the Step Forward to Cure TSC Walk.

## **Why are teams important to success?**

Teams account for about 75 % of the funds raised in walks. Anyone can form a team -- companies, organizations, families, schools, friends, clubs – you name it! Team sizes can range from as few as two walkers to hundreds. Forming a Walk team is a great way to build company morale and camaraderie among co-workers and increase community spirit.

## **How do I register others online after I've completed my registration?**

Each participant should register themselves so they can accept the terms of the liability waiver and provide a valid email address so they can receive details about the event. To register others for whom you have the authority to sign our liability waiver, simply log out of the website and begin a new registration. To register a large team, please contact the local event coordinator listed on the homepage of your local event website.

## **How can I sign up to be a volunteer?**

We have many volunteer opportunities, simply register online and click the “Get Involved” tab. You can preview a listing of the types of volunteer positions available and then complete our Volunteer survey. Your information is then sent to the Regional Manager and Walk Chair for further review.

## **DONATIONS**

### **Are donations tax-deductible?**

Your gift is tax deductible to the extent allowed by the law. The TS Alliance is a registered 501(c)3 organization. Our tax ID number is 95-3018799.

### **How should the checks be made out?**

All checks should be made payable to the TS Alliance.

### **Donation Acknowledgement (Receipts)**

All donations are tax-deductible to the fullest extent of the law.

### **What if people want to give me cash?**

For accurate, safe recordkeeping, please convert all cash received to checks or money orders. If you are able, the safest option is to use a personal check (made out to the TS Alliance) in the total amount of all cash donations. If this is not possible, you can also bring the cash donations to the walk's registration table.

### **What if my donors don't want to donate online?**

Donations can be mailed or collected onsite on walk day. Donors can also call the National Office if they prefer to use a credit card over the phone.

### **Where does the money go?**

Donations help to fund medical research and community support programs through the TS Alliance. The research we fund is focused on a better understanding of the disease, discovering new and better treatments, and breakthroughs leading to a cure for tuberous sclerosis complex. We also offer support services in local communities, including free family gatherings, educational meetings and informative conference calls and webinars. To view our annual reports please find these under the About Us tab on our website.

## **FUNDRAISING ONLINE**

### **What are Personalized Walk Pages?**

Personalized walk pages are online fundraising tools that allow you to track donations across the country in real time, make it simple and convenient for you to individualize your page, and email your friends and family to ask for their support. After you register, you will be prompted to create a personal walk page. You can even upload a photo of you and your family. Once you register you will have a Participant Center that will guide you in fundraising. You can find additional tips and tools to succeed at [www.stepforwardtocuretsc.org/Getinvolved](http://www.stepforwardtocuretsc.org/Getinvolved).

### **How do I direct people to my walk page?**

When you set up your page, the system will assign a URL (web address) you can use. Add this link to your emails and other correspondence with supporters.

### **How long after my Step Forward to Cure TSC event does my walk page stay open?**

Your page will be open for fundraising until December 31 of the current calendar year.

### **If someone sends me money, how do I add it to my walk page?**

You should complete a Donation Tracking form and mail it to the national office; the national office will upload all offline donations.

## **INCENTIVES**

### **How do I earn a walk shirt?**

Participants who register and raise \$100 or more will receive a Step Forward to Cure TSC official walk shirt on walk day. Other ways to earn a walk shirt; volunteer on walk day, serve on a planning committee, become a walk sponsor, provide an in-kind donation or service, that benefits your local walk.

### **If someone gives me \$100 on my page do they get a T-shirt?**

No. Funds donated to your walk page will be credited to you. T-shirts and other incentives are earned by Step Forward to Cure TSC participants only.

### **How do I earn a recognition gift?**

Step Forward to Cure TSC participants who register and raise \$250 or more are eligible to redeem ONE recognition gift based on their fundraising total.

### **How long will it take to get my recognition gift?**

All eligible walkers will receive their redemption certificates via email or US Mail two- three weeks post walk event.

### **What gifts are rewarded?**

View all available program and recognition gifts by clicking the link on the “Get Involved” page at [www.stepforwardtocurets.org](http://www.stepforwardtocurets.org). You may redeem any item from your highest level achieved (or under). Step Forward to Cure TSC recognition gifts are NOT cumulative. The Tuberous Sclerosis Alliance reserves the right to substitute a gift of equal or greater value or to change the recognition gift at any time.

### **After fundraising is completed, how do I get my incentive reward?**

You will receive instructions and a unique certificate number to redeem your reward online via email.

### **Do certificates expire?**

Yes, redemption certificates must be redeemed within four weeks of receipt. Please redeem your certificate within the allotted time to prevent any delay on shipping and receiving.

### **What if the certificate amount is not correct or has an error?**

Just contact the TS Alliance via email or phone if you think there is an error in your certificate and they can make the correction or update the certificate. Please allow 24 hours for your account to be reset.

### **I don't need any more stuff. Do I have to accept an incentive?**

If you prefer we use all of your funds for medical research and community support programs, you may decline the incentive.

## **MATCHING GIFTS**

### **How can I get company matching on my gift?**

To verify if your company offers matching gifts or volunteer grants and to get the necessary forms, click here: <http://www.tsalliance.org/donate/give-at-work/>.

## **DAY OF WALK**

All event-specific questions (what times does the walk begin and end, is parking available, are dogs permitted, etc.) should be directed to the Walk Chair. Contact information can be found on the home page of your local walk.

### **What happens if it rains on the day of the walk?**

All walks will be held on the date scheduled "rain or shine." Please dress accordingly.

For any further questions or concerns, please contact Gail Saunders at [gsaunders@tsalliance.org](mailto:gsaunders@tsalliance.org) or 800-225-6872