

Team Captain's Responsibilities 2020

BEFORE WALK ACROSS TN STARTS:

- Recruit a team of 8 – 10 members. Only the miles from 8 team members can be reported each week.
- Ask each team member to complete an **INDIVIDUAL REGISTRATION FORM**. You may fill the form out online, email, or fax the form to our office. Forms are due **September 1st**.
- If your team is ordering shirts, the Extension Office (21 N. White Oak St, Decaturville) must receive payment for the shirts before they are ordered. Cash or checks are acceptable. Please make checks payable to UT Extension-Decatur County. T-shirts orders are due by **September 1st**.
- Team members can use the mileage conversion chart to convert activities to miles. Miles reported should be intended for fitness not regular activity miles.
- Coach your team members to report their **TOTAL MILES FOR EACH WEEK** on Mondays.

EVERY MONDAY: Began tracking miles on September 14, 2020

- Remember only 8 team member's miles can be reported.
- By email, you will receive a team mileage log that is interactive to report your miles. This form is due each Monday. There is an individual interactive mileage log for team members to use if they wish. The form can be found on our website.
- Team results will be posted on Facebook (UT Extension-Decatur County) and our website <https://extension.tennessee.com/decaturo>
- We invite you to share success stories, photos and information.

AFTER 8 WEEKS: Final miles are due November 8, 2020

- Help us evaluate Walk Across TN by asking team members to respond to a evaluation that will be sent by email.
- There will be a live FACEBOOK post for to announce winners. The Top winning team keeps the trophy until next year. The overall individual walking the most miles receives the Grand Prize. Also, 1st place team in each category will receive prizes for team members. Thanks to all our sponsors this year:

QUESTIONS? Email Charlotte Moore at cmoore26@utk.edu or call 731-852-2831