

Team Captain's Responsibilities 2019

BEFORE WALK ACROSS TN STARTS:

- Recruit a team of 8 – 10 members. Only the miles from 8 team members can be reported.
- Ask each team member to complete an **INDIVIDUAL REGISTRATION FORM**.
- Complete the **TEAM REGISTRATION FORM** and attach the individuals' forms to it (only if filling out a paper application).
- If your team is ordering shirts, please collect the money and shirt order from each member before bringing the completed form to the Extension Office (151 Everett Avenue, Dyersburg, TN). The Extension Office must receive **payment for the shirts before they are ordered**. Cash or checks are acceptable. Please make checks payable to DCAES.
- Provide a **MILEAGE TRACKING CARD** to each team member.
- Team members may access the walking track inside of the First United Methodist Church Family Living Center during Walk Across Tennessee.
- Yes, team members can use the mileage conversion chart to convert activities to miles. Miles reported should be **intended for fitness not regular activity miles**.
- **Total miles must be reported by Monday at 5 p.m.**

EVERY FRIDAY & MONDAY MORNING: Begin tracking miles on September 23, 2019

- You will submit team mileage by accessing the Walk Across Tennessee website. Remember only 8 team members' miles can be reported.
- You will receive healthy living tips weekly to share with your team members.
- Team results will be posted on our website <https://extension.tennessee.edu/WATdyer>
- We invite you to share success stories, photos and information. Send photos, videos and information about your team to Katelynn Newsome at katsumm@utk.edu. With your permission, we will share this information via mass media.
- Reminder that total miles must be submitted by 5 p.m. each Monday. By submitting your miles your team will be entered into a random drawing for some awesome prizes.

AFTER 6 WEEKS: Final miles are due November 4, 2019 @ 5p.m.

- Help us evaluate Walk Across TN by asking team members to respond to a link evaluation.
- Join us for the Walk Across Tennessee closing ceremony. Watch your email for the date and time. Each team will receive certificates for each member. Top teams in each category will receive gold, silver and bronze medals for each team member.

QUESTIONS? Email Katelynn Newsome at katsumm@utk.edu.