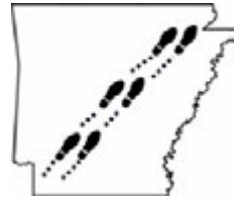


Walk Across Arkansas



Team Captain's Responsibilities

Before Walk Across Arkansas starts, the Captain will:

- Recruit up to seven other walkers or three other bicycle riders or runners.
- Complete the Team Registration Form and turn it into county Extension office.
- Provide each team member with Individual Registration Form, Individual Mileage Log, and *Walk Across Arkansas* Wrap-Up. These forms are in the Captain's Packet received from the Extension agent.
- Turn in the Individual Registration Forms to the county Extension office or Site Coordinator (turns these in to county Extension office) before *Walk Across Arkansas* begins.
- Ask team members to record their mileage every day on their Individual Mileage Log, total their weekly miles, and call you with their total for the week each Monday. Record your mileage on your own Individual Mileage Log and add this to your team total.
- Inform the team members about the Kick-Off, Health Breaks educational programs, Celebration and Awards Activity, and any other events during *Walk Across Arkansas*.

Every Week on Monday:

- Collect the mileage walked/pounds lost* by the seven other team members; record their mileage plus yours on the Team Captain's Log.
- Report your team's mileage/pounds lost and any success stories to your county Extension office or Site Coordinator.

On Week Seven:

- Ask (or use the Team Members *Walk Across Arkansas* is Almost Over letter in your Captain's Packet) each team member to complete the *Walk Across Arkansas* Wrap-Up and Individual Mileage Log and turn both in to you as soon as *Walk Across Arkansas* is over. Please complete these two forms for yourself too.

Two weeks after Walk Across Arkansas is over:

- Calculate your team's total mileage/pounds lost for the 8 weeks and note this on the Captain's Log.
- Call each team member one time to remind him or her if they have not turned in their Individual Mileage Log or *Walk Across Arkansas* Wrap-Up to you.

- Send or deliver to your county Extension office or Site Coordinator, all your team's Individual Mileage Logs, *Walk Across Arkansas* Wrap-Up forms (including yours), and the Captain's Log.

Thank you for all your help.

* **Optional** - Reporting pounds lost is optional

**Educational packets will be available for volunteers to use for short mini-programs, called *Health Breaks*, at their clubs, church, worksites, or with their families. Some Team Captains may choose to obtain educational packets from the county Extension office and share the information with the team members. Some county Extension agents will be offering *Health Breaks* or other programs—call the agent to find out the details.