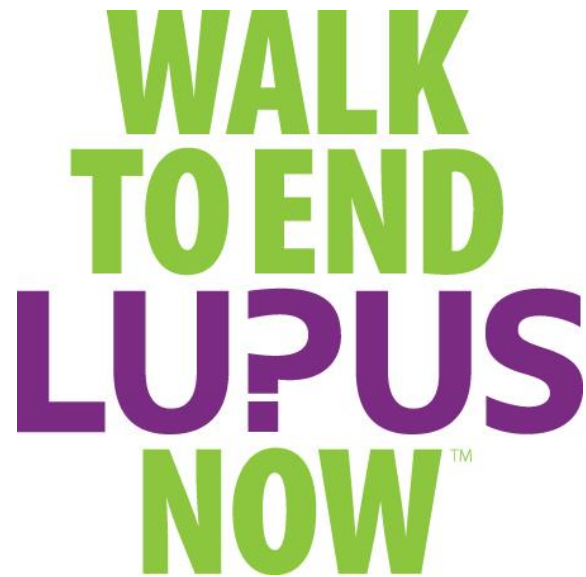


**LUPUS FOUNDATION OF AMERICA,  
NORTH CAROLINA CHAPTER  
PLANNING COMMITTEE APPLICATION**



When you take part in a Lupus Foundation of America's *Walk to End Lupus Now*<sup>TM</sup> event, you'll experience firsthand the power of the movement to end lupus. The *Walk to End Lupus Now*<sup>TM</sup> events are designed to raise funds for lupus research and local support services, while increasing awareness and public support for those who suffer from lupus.

**Join our Planning Committee and with your support and involvement we can share new hope for solving the cruel mystery of lupus and ending its devastating effects on the 45,000 North Carolinians that are lupus Thrivers.** Imagine the difference we WILL make in the fight against lupus with your help!

<b>Raleigh</b>	<b>Charlotte</b>	<b>Fayetteville</b>
April 2018	May 2018	May 2018
TBA	CPCC, Belk Plaza	Festival Park

**4530 Park Road, Suite 302  
Charlotte, NC 28209  
Telephone 704-716-5640  
Fax 704-716-5641  
[www.lupusnc.org](http://www.lupusnc.org)**

Help Us Solve  
The Cruel Mystery  
**LUPUS**<sup>TM</sup>  
FOUNDATION OF AMERICA  
NORTH CAROLINA CHAPTER

# **WALK TO END LUPUS NOW**

## **VOLUNTEER PLANNING COMMITTEE APPLICATION**

Volunteers play a vital role in our efforts to accomplish our mission at the Lupus Foundation of America, North Carolina Chapter (LFANC). If you want to invest your time and talents in an organization that is helping those affected by lupus, then we have a place for you! Volunteering for the LFANC means you have an opportunity to touch the lives of people with lupus and fulfill your own.

Our Walk to End Lupus Now events cannot take place without the help of our volunteers to make the event happen. The purpose of the Planning Committee is to involve local volunteers, *you*, in the planning, logistics, and execution in order to make the event more fun, safe, and successful each year. **The Planning Committee will solely focus on the areas which directly affect the execution of the walk, i.e. product/service donations, volunteer coordination, marketing, sponsorship, and community outreach, and the 'nuts and bolts'.**

### **Areas of Duty**

We need energetic, spirited and motivated individuals to work directly with the LFANC in several areas of duty in order to have a highly successful event. Assignments are made by the LFANC staff based on the skill sets of each individual committee member. Areas of Duty are, but not limited to:

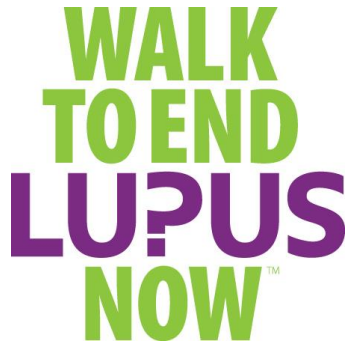
- **Donations:** Securing product/services to underwrite the cost of the event or use as prizes for various contests.
  - In-Kind donations – products/services that would have to be paid for otherwise; i.e. food, drinks, use of tables, tents, chairs, photographers, supplies, etc...
  - Prizes: Unique prizes to encourage & motivate our walkers; i.e. massage/nail care, restaurant gift cards, products, etc... that will be used for fundraising contests & incentives.
- **Volunteers:** Identify, recruit, energize, and coordinate event volunteers (prior, day-of, & post-event).
  - Identify potential volunteers, reach out to community organizations/groups for support, communicate regularly and coordinate their involvement.
  - Manage volunteers on Walk Day.
- **Marketing/PR:** Helping spread the word about the event via all avenues of media.
  - Posting the walk on community calendars.
  - Identify potential media outlets to run Media Alerts, PSAs and stories leading up the event, as well as alternative promotion opportunities.
  - Distribute media kits, news releases, and other promotional materials to local media outlets.
- **Sponsorship:** Identify potential businesses/organizations/individuals that would benefit from a partnership and secure cash sponsors at various levels to raise the seed money for the walk.
  - Businesses with product or services offerings in-line with our mission; i.e. doctor's offices, medical supplies, physical therapy, nutritionists, etc...
  - New/Start-up Businesses that want to get their name in front of thousands of people
- **Community Outreach:** Heighten awareness & involvement with outreach and activation at community events.
  - Identify, secure, and attend opportunities in the community (such as festivals, health fairs, community events, local businesses) to share information and promote the Walk.
  - Distribute promotional material in the community, local businesses, and colleges.
  - Identify community speaking opportunities to cultivate potential donors and sponsors.
- **Team Cultivation:** Identify new teams in the local community that would lead to greater fundraising dollars and benefit from a partnership.
  - Recruit and cultivate relationships with Business Teams.
  - Reach out to local colleges and schools to see if a group or club on campus would want to start a Walk Team. Many schools require groups/clubs to complete volunteer hours and athletic teams can fundraise via game day ticket sales.

### **Responsibilities**

- Attending all meetings/calls – approx. 1 per month in the months prior to the event & 2 in the month of the event. Combination of in-person & conference calls (**Allowed to miss no more than 1 meeting/call**)
- Devoting time outside of committee meetings on specified assignments (approx. 1-2 hours per week)
- Making yourself available for check-in calls with LFANC staff
- Delivering progress reports to the committee at each meeting
- Attending and assisting with prior-to, day-of and post-event activities for the walk

### **Application Instructions**

Please complete the follow application form in its entirety and return via email, fax, or mail to the LFA, North Carolina Chapter. Please type or print legibly on this form. Questions regarding the Planning Committee or application process may be directed to [events@lupusnc.org](mailto:events@lupusnc.org) or at (704)716-5640 ext.3.



**PLANNING COMMITTEE APPLICATION**

4530 Park Road, Suite 302,  
Charlotte, NC 28209  
Phone: 704-716-5640 Fax: 704-716-5641  
events@lupusnc.org

Help Us Solve  
The Cruel Mystery



FOUNDATION OF AMERICA  
NORTH CAROLINA CHAPTER

**Name**

Last: | First: | MI:

**Address**

Street: | Apt: | City/State: | Zip:

**Telephone**

Daytime: | Evening: | Cell:

**Email**

Home Email @  Preferred  
Work Email @  Preferred

**Employment**

Company: | Job Title:

**Education**

School:  
Highest Degree Earned: | Year Degree Earned:

**Walk Location:**

- Charlotte
- Raleigh
- Fayetteville

**Areas of Interest (please rank your top 2 choices):**

- Donations
- Volunteers
- Marketing/PR
- Sponsorship
- Community Outreach
- Team Cultivation

**BACKGROUND INFORMATION (PLEASE USE ADDITIONAL PAPER IF NECESSARY)**

**Why do you want to serve on the Walk to End Lupus Now™ Planning Committee?**

Answer:

**Have you volunteered with or participated in any similar charity events in the past? If so, please explain your role. What were some of your successes and challenges, and what would you do differently?**

Answer:

**What previous experiences have you had outside of volunteering, that would benefit you as a Planning Committee Member? (Please list any school, work, and/or leadership roles you have held)**

Answer:

**For each “Area of Interest” selected above, please describe any skills/talents you have which would enable you to succeed at each position.**

Answer:

**Will your schedule permit you to volunteer the hours needed to successfully complete duties in addition to working at the *Walk to End Lupus Now*<sup>TM</sup>?**

Answer:

**Please share anything else you think is important in considering you for the Planning Committee.**

Answer:

**I do hereby attest that I have read this application form, understand the role of a *Walk to End Lupus Now*<sup>TM</sup> Planning Committee Member, and that the information I have submitted in this application is correct to my knowledge.**

**Sign**

**Date**    /    /