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Scope of A Walk for Education

Goal:

To increase awareness of opportunities available in college among Black communities

Audience:

Students of all ages

Skeleton:

Volunteers will walk door-to-door in a predominantly Black community distributing information about area college admissions, area vocational schools, GED, SAT/ACT, and financial aid. Chapters should continue involving the neighborhood’s families in TORCH events year-round.

Volunteers:

Anyone who believes that college is a good thing: a NSBE member, a Greek sorority and fraternity member, a company representative, a church member, and a college graduate as well as a non-college graduate.

Origin of A Walk for Education

At Fall Regional Conference 2001 in Dallas, TX of Region V, the chair/vice-chairperson workshop discussed the declining enrollment of Blacks in colleges. In the weeks following FRC, the idea for A Walk for Education was presented to the Southeast Texas chapters (The SET) by Kay Babineux from the University of Houston – Central Campus. The chapter chairpersons & vice-chairpersons from the University of Houston – Central, Prairie View A&M University, Texas A&M University, University of Houston – Downtown, Rice University, and Lamar University responded positively to the idea. In late November, committees were developed and a course of actions was established. The SET organized AWFE during December and January.
On February 2, 2002, the SET held A Walk for Education at Pleasant Hill Baptist Church in the Fourth Ward neighborhood, a renowned underprivileged area in Houston, TX. Nearly 100 volunteers walked from door-to-door in the area and distributed 300 bags filled with information about colleges, vocational schools, SAT/ACT, and financial aid. Volunteers received AWFE T-shirt, breakfast, and lunch, which were provided by Quiznos and Subway. The Houston Comet Tammy Jackson signed autographs and City Councilwoman Carol Galloway delivered a motivational address to volunteers prior to the walk.

On March 30, 2002 at the National Convention 2002 in Orlando, Florida, Region V passed the motion to make A Walk for Education a regional program.
Preparation for A Walk for Education

Before you begin planning, answer the following . . .

- What day will A Walk for Education occur?
- What area will volunteers walk in?
- What is the anticipated number of volunteers?
- How long will volunteers distribute information (hours)?
- Will a speaker address the volunteers and community about the importance of college?
- What other activities may occur at the event (i.e. moonwalks, college fair, writing contest, arts and crafts)?

Collectively, plan the agenda (an example is attached) using the information above. Keep in mind that this will be a tentative agenda. It can be continually updated until a few weeks before the actual occurrence of A Walk for Education. A few questions to ask in preparation of the walk agenda are:

- When will the speaker speak?
- When will the volunteers walk?
- When should the volunteers arrive?

A Walk for Education Committee

Planning requires at least one dedicated individual, enthusiastic volunteers and at least two months of preparation.

To implement AWFE, each chapter will assign an AWFE Captain. This person will work with the National TORCH Committee and their Regional TORCH representative (Programs Chair if no designated TORCH Chair) to prepare for their walk. It is advised that a committee be formed with individuals responsible for each of these areas.

- Hospitality
- Location
- Public Relations
- Materials
Materials

- Responsible for requesting and obtaining
  - Bags to use when passing out information
  - College and universities admission information pamphlets and brochures
  - GED programs information
  - Private foundation scholarships
  - SAT/ACT information
  - FAFSA information
- Responsible for creating or modifying
  - A timeline of events for college preparations
  - A one page summary of the bag’s contents, explanation of AWFE, and the sponsors
  - A description of your chapter’s other TORCH activities
  - An invitation to any events that occur at the end (BBQ, informal science & engineering activity, college fair, etc)
  - A “Sorry We Missed You” Note
- Responsible for stuffing the bags with the above information

Hospitality

- Recruits volunteers from the chapter(s), the university, area churches, area community service centers, and company representatives.
- Answer volunteers’ questions.
- Design the volunteer registration form. The form should request the volunteer’s name, e-mail address, age group, and, if applicable, the T-shirt size and dietary needs.
- Compose an information sheet for volunteers explaining their purpose, their function on the day, what to wear, what to expect, etc.
- Registers volunteers to accurately tabulate the number of volunteers.
- Design the AWFE T-shirt. Find a T-shirt vendor and purchase the T-shirts. (Collaboration with the Finance Committee.)
Location

- Contact city officials about any permits or security that may be needed.
- Have a map of the area. Mark the central, secondary and not-so-pleasant areas.
- Divide area into sections for volunteers to walk.
- Obtain shuttle buses or arrange carpools to transport volunteers from central location to walking area.
- Contact elementary, middle, and high schools to learn what districts they service, and modify the walking area so volunteers can target these neighborhoods on the AWFE day.

Public Relations

- Contact the following for speakers, publicity, and volunteering:
  - Politicians
  - Community Leaders
  - National Executive Board Members
  - Regional Executive Board Members
  - NSBE Members
  - The Main Newspapers
  - The area Black newspapers
  - All campus newspapers
  - Radio stations
  - Local television stations: ABC, NBC, CBS, FOX,
- Develop and distribute a flyer in the area before AWFE.
- Visit the elementary, middle, and high schools and speak about college.

PCI

- Make sure they reach out to members
- Include information about local chapters in the bags
Complete and distribute the Corporate Solicitation Letter to engineering corporations and area businesses. If possible the chapter(s) should feature the information for AWFE in their corporate solicitation package that is mailed in the beginning of the year.

**NOTE:** **ASK COMPANIES TO SPONSOR THE SHIRT; IN RETURN THEIR LOGO APPEARS ON THE SHIRT.**

- Request funds from the chapter’s university.
- Request breakfast and lunch sponsorship from area restaurants.

### Planning Schedule

Planning requires one or two persons and two months of preparation.

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Should occur ____ before AWFE day.</th>
</tr>
</thead>
</table>
| 1   | Obtain a map of the area that volunteers will walk in. Drive along every street that volunteers will walk on:  
- Count the number of homes on each street.  
- Mark the “Not Safe” or “No One Dwells There” areas on the map.  
- Divide area into sections for volunteers to walk. (Two or three groups of four volunteers will walk each section.)  
- Meet with a community leader for any tips or advice that they may have. | 8 weeks |
| 2   | Select a location in the area for volunteers to meet. Location should have FREE and SAFE parking for volunteers, if necessary. This location is called the central location. Mark this location your AWFE map. (Central location could be a church, school, community center, etc.)  
Arrange for a table and chairs for registering the volunteers. | 8 weeks |
<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Should occur _____ before AWFE day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Contact city officials about any permits or security that may be needed. (In Houston, permits and security was not needed.)</td>
<td>8 weeks</td>
</tr>
<tr>
<td>4</td>
<td>Contact the admission offices at four-year universities, junior colleges, and vocational schools and request the following information . . .</td>
<td>7-8 weeks</td>
</tr>
<tr>
<td></td>
<td>• Admission Information (Brochures, Pamphlets, Things that they hand out at high schools’ college fairs)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Application Process Information</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• School Sponsored Scholarships</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• SAT/ACT requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request enough copies for</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contact the appropriate offices and requests pamphlets, information, and applications from . . .</td>
<td>7-8 weeks</td>
</tr>
<tr>
<td></td>
<td>• The United Negro College Fund at <a href="http://www.uncf.org">http://www.uncf.org</a>.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Private foundation scholarships</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Private financial aid services</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Look up information for standardized tests related to admissions (SAT, ACT)</td>
<td>7 weeks</td>
</tr>
<tr>
<td>7</td>
<td>Compose a timeline for college preparation.</td>
<td>7 weeks</td>
</tr>
<tr>
<td></td>
<td>For example,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Take your SAT at the end of your junior year.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Apply for college admission in early October to have a greater probability of receiving a scholarship.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Apply for financial aid as close to January 1. This will require having your tax information ready.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Suggestion: Talk to a high school counselor. Maybe he/she already have a timeline for college preparation. He/she could also help you with the above tasks as well.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Task</td>
<td>Should occur ____ before AWFE day.</td>
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<tr>
<td>-----</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Create a summary of your chapter’s TORCH activities relevant to the people in the neighborhood of your AWFE. This will help you attract more people to your TORCH programs.</td>
<td>7 weeks</td>
</tr>
</tbody>
</table>
| 9   | Contact the following to publicize your NSBE chapter positively impacting the community:  
  - The local popular newspapers  
  - The local Black newspapers  
  - All campus newspapers  
  - Local radio stations  
  - Local television stations: ABC, NBC, CBS, FOX | 7 weeks                            |
| 10  | Contact local NSBE chapters to let them know that you are hosting AWFE, and the details. Ask them to get information from their schools for the bags and encourage them to volunteer. | 7 weeks                            |
| 11  | Modify the volunteer registration form available from the TORCH Committee as needed. | 6 weeks                            |
| 12  | Modify the attached volunteer information sheet for volunteers. Add information that is needed for your area. | 6 weeks                            |
| 13  | Recruit volunteers from . . .  
  - your NSBE chapter(s),  
  - the university- attend other student organization meetings and let them know about the program.  
  - Greek sororities and fraternities,  
  - area churches,  
  - area community service centers,  
  - area civic groups,  
  - area school district employees  
  Give the volunteers a copy of the volunteer registration form for them to complete and the volunteer information sheet for them to keep for the time, place, and date of the event. | 4-6 weeks |
<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Should occur ____ before AWFE day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Collect the volunteer registration forms and enter into a Volunteer Database if you chose to do a paper/e-mail volunteer registration. Regularly check the numbers for your online registration if that is used instead.</td>
<td>ONGOING</td>
</tr>
<tr>
<td></td>
<td>(If you need to postpone AWFE due to the weather elements, you can use this database to contact the volunteers about the change.)</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Goal Deadline for acquiring all materials for the AWFE bags.</td>
<td>3 weeks</td>
</tr>
<tr>
<td>16</td>
<td>Compose a one-page summary of the bag's contents.</td>
<td>3 weeks</td>
</tr>
<tr>
<td>17</td>
<td>Stuff bags with the collected materials.</td>
<td>3 weeks</td>
</tr>
<tr>
<td>18</td>
<td>Create a “Sorry We Missed You” note. This note should contain . . .</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• The purpose of the visit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contact information, if the resident would like to learn more about college and vocational schools</td>
<td>2 weeks</td>
</tr>
<tr>
<td>19</td>
<td>Modify the AWFE survey and make copies of it and/or make an online and include a shortened link to it in the bag.</td>
<td>2 weeks</td>
</tr>
<tr>
<td>20</td>
<td>Create and distribute a flyer in the area before AWFE.</td>
<td>1 ½ week</td>
</tr>
</tbody>
</table>

**DAY OF AWFE – This may require additional help.**

<table>
<thead>
<tr>
<th>No.</th>
<th>Task</th>
<th>Should occur ____ before AWFE day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Bring the bags, volunteer database, permit (if needed), and other pertinent information that you will need</td>
<td>DAY OF AWFE</td>
</tr>
<tr>
<td>22</td>
<td>Registers volunteers as they walk into the central site. When registering assign the volunteer to a group of four volunteers. If a person would like to walk with someone in particular, allow him or her to.</td>
<td>DAY OF AWFE</td>
</tr>
<tr>
<td></td>
<td>(For example: the Kappa Alpha Psi fraternity at the University of Houston wanted to walk as a group in the Houston’s AWFE as their monthly community service project.)</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Task</td>
<td>Should occur _____ before AWFE day.</td>
</tr>
<tr>
<td>-----</td>
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<td>-------------------------------------</td>
</tr>
</tbody>
</table>
| 23  | Briefly train the volunteers about their purpose, what to say, and what to do in case of an emergency. Also, give the volunteers the phone number of the person who will remain at the central location.  
(Suggestion: Make sure that the organizing team has a list of who is in each group and the cell phone # of at least one person) | DAY OF AWFE |
| 24  | Have all volunteers return the central site and  
- Thank them for their time and hard work.  
- Collect returned AWFE surveys  
- Collect all left-over materials.  
- Ask volunteers to complete a survey.  
- Check-out volunteers. (This ensures that all volunteers safely returned to the central location.) | DAY OF AWFE |

**FOLLOW-UP**

<table>
<thead>
<tr>
<th>Task</th>
<th>Should occur after AWFE day.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Send a Thank-You letter to all people contacted in Tasks #2-8 and 10-12. In the letter, highlight how their contribution helped make AWFE a success.</td>
</tr>
<tr>
<td>2</td>
<td>Send a Thank-You e-mail to all volunteers. (If an e-mail address is unavailable, please call them.)</td>
</tr>
<tr>
<td>3</td>
<td>Tabulate AWFE volunteer and community survey results</td>
</tr>
<tr>
<td>4</td>
<td>Complete Post-AWFE report and submit to the National TORCH Committee and Regional TORCH contact.</td>
</tr>
<tr>
<td>5</td>
<td>Keep in contact with families in the neighborhood involving them in other NSBE TORCH events throughout the year</td>
</tr>
</tbody>
</table>


Additional Suggested Activities

**Weeks Prior to the Day of AWFE:**

Volunteers will visit the elementary, middle, and high schools that service the area and speak about college. This serves two purposes: volunteers will have a contact with potential college students and volunteers can publicize the event to encourage the students to inform their parents the volunteers will stop by on a certain date.

**The Day of AWFE or the Following Weekend:**

Volunteers will invite persons of the community that has an interest in college to the central site. At the central site, there should be more career and college information as well as opportunities for them to learn more about engineering.

**Follow Up**

Volunteers should ask persons in the community that they speak with to fill out an anonymous, simple survey. Volunteers will, also, request feedback from the persons in the community.

Send thank you letters to volunteers (i.e. chapter presidents for entire chapter, committees, keynote speakers, etc.)

Establish a mentor/mentee program for those who decide to enter college.

**AWFE Financial Assistance**

To apply for funds and get your AWFE recognized nationally, including consideration for TORCH awards, please submit the AWFE Application for Support to nsbe.torch.awfe@gmail.com no later than 8 weeks prior to your selected date.
Funding decision criteria

Priority will be given to chapters incorporate AWFE into a broader TORCH program.

Funding Process

**Application submission:** Priority Deadline: August 12. Applications received by this deadline will be considered as a group, late submissions will be considered on a rolling, as-available basis.

**10 minute phone interview with AWFE Coordinator and TORCH Chair:** This will serve as a chance to clarify any questions on your application, this will occur within 1 week of submission.

**TORCH Committee Review:** This will occur after the phone interviews.

**Programs Chair approval of TORCH funding decisions:** An initial decision will be provided by August 19th, for applications received by the priority deadline.

Ways to cut costs

- Ask university bookstores, career services, library, etc to donate excess plastic bags.
- Solicit for food to local fast food restaurants for enough to feed 20 to 30 people. You are more likely to receive a small food donation before a large one, so make sure to ask several restaurants.
- Ask College of Engineering or chapter advisor if free printing is available.
- If applicable, ask College of Education or other educational organizations on campus for academic related information to include in AWFE packets.
- Try partnering with a local Church or YMCA for a meeting location for the walk.
Example Solicitation Letter

Dear Potential Sponsor,

National Society of Black Engineers (NSBE), a 501(c)(3) non-profit organization, was founded in 1975 by six students at Purdue University. The organization is the largest student run organization in the United States. Our membership includes elementary, middle-school, high school, collegiate, and alumni members numbering over 26,000 worldwide.

On April 26th, 2008, in Saint Louis, Missouri, NSBE looks to hold our annual A Walk for Education (AWFE) in a Saint Louis underrepresented minority neighborhood. Members of the National Society of Black Engineers and other community members will canvass a neighborhood through the course of one day to speak to neighbors about the benefits of education. Our goal is to increase awareness of the opportunities available through education particularly in the STEM fields and to shatter myths about minorities in math, science, engineering and other technologies. Few minorities graduate from high school with the quantitative skills to excel in technical disciplines and fewer continue to pursue such degrees. Thus, the National Society of Black Engineers, as a technical organization desires to feed the pipeline of qualified minorities into STEM disciplines in part by our Walk for Education. This walk will be one of many that will be held simultaneously on April 26th across the country.

In order to carry out this event, the National Society of Black Engineers, Region V, formally requests of your business to assist us by means of financial or in-kind support. At this time, we have not secured any funding for this event. We are targeting businesses and organizations in the Saint Louis metropolitan area and look to have a wide representation of the business community support our event. To learn more about the National Society of Black Engineers, please view our website at www.nsbe.org and about our AWFE explicitly please see the webpage, http://www.nsbe.org/Programs/NSBE-Programs/A-Walk-for-Education.aspx

We will have T-shirts to identify our members and volunteers in the Walk for Education. As a sponsor of the event, we would place your company’s logo on the shirt and all printed and electronic advertisements will list your business as one of our proud sponsors.
If you have any questions, please contact us below.

Sincerely,

Jamere O. Clark
Region V Finance Chairperson
National Society of Black Engineers
Email
Phone

Tavares Allen
Washington University Finance Chairperson
National Society of Black Engineers
Email
Phone

Example of Solicitation Letter

January 11, 2012
Re: A Walk for Education in <neighborhood name>

To Whom It May Concern:

On Saturday, October 22, 2012, the National Society of Black Engineers collegiate chapters in Southeast Texas are hosting a community service titled "A Walk for Education" in <neighborhood name>. This walk is part of an international effort as NSBE chapters across the nation and the world will be holding similar efforts on this day. The goal of this activity is to increase awareness of the educational opportunities available to our community. We want to speak with every person; to encourage students to strive for excellence in school; to inform parents of how beneficial college can be for their kids; and to inform parents how beneficial their support is to their children’s success.

Over 300 volunteers will walk door-to-door within the area bordered by the <neighborhood boundaries>. At each home, volunteers will present and explain college admission and scholarship information for traditional as well as non-traditional students. Volunteers are also encouraged to tell their personal story of why they believe college is a great opportunity for all persons to strive to obtain.

We are soliciting corporations for funds that will be allocated towards volunteer lunches and T-shirts, giveaway bags, pens, pencils, and other financial expenditures that may occur (below is an itemized budget). Please contact us to learn how your company’s logo could appear on the A Walk for Education T-shirt, giveaway bags, pens, pencils, etc. At each location, we are asking corporations and businesses to sponsor a location. Sponsorship of a location entails the display of the company’s name along with giveaways for volunteers and residents of the area.
We are also asking that corporations send representatives to join us and walk from door-to-door distributing college admission and scholarship information. Your corporation’s contribution with any or all of the above items is greatly appreciated. This is a great opportunity for your company to participate in a community service project that promotes higher learning. All contributors will receive acknowledgement Saturday, October 22, 2012.

The National Society of Black Engineers is non-profit organization therefore all donations are tax-exempt. Please contact us for our tax identification number. Thank you in advance for your help and corporation towards the success of this activity. If you have any questions, please do not hesitate to contact me.

Sincerely,

THE CONTACT INFORMATION FOR THE FINANCE COMMITTEE CHAIRPERSON

Example of Volunteer Letter

Dear A Walk for Education Participant:

On behalf of the National Society of Black Engineers, thank you for your registration for A Walk for Education in New York City sponsored by BP America! You have joined several hundred people in an international effort to increase awareness in our communities about the opportunities available in college, encourage students to strive for excellence in school, inform parents of how beneficial a college education can be for their children and how important their support will be to their success. Read the information below to ensure a smooth for A Walk for Education experience!

Registration: A check-in area where you will identify yourself, receive a T-shirt, walking materials, neighborhood map, assigned into groups and ask any questions you may have.
CHECK- IN WILL BE HELD AT:

Polytechnic University
Six MetroTech Center
Brooklyn, NY 11201
Phone: 718/XXX-XXX

The Event location within Polytechnic University is Room 116 on the first floor.

All Walkers Must Check In On Saturday, October 22\textsuperscript{nd} Between The Hours of 8 AM and 10 AM

EVENT PARKING: N/A
Tentative agenda:

8:00 – 10 AM: Registration
9:35 – 9:45 AM: Walk group safety instructions
9:45 – 10:00 AM: Welcome address by site keynote speaker
10:00 AM: Kick-off Walk
1:30 – 2:00 PM: Walkers return to AWFE site/Survey
2:00 PM: Closing announcements/Thank you by keynote speaker

What Should I Bring?

- Comfortable shoes.
- Your favorite walking outfit. Dress in layers to accommodate a change in weather.
- If there is a certain food you must have, you may want to bring some along.
- Photo identification
Volunteer Information

When: DATE at FROM - TO

Where: CENTRAL LOCATION

Purpose: To increase awareness of the educational opportunities available to the residents of NAME OF THE AREA.

Function of the day: Volunteers will walk door-to-door within the area bordered by THE NAMES OF STREETS, HIGHWAYS, INTERSTATES, THAT BORDERED TO THE NORTH, EAST, SOUTH, AND WEST OF THE WALK AREA. Please see map for visual. At each home, volunteers will present and explain college admission information and scholarship opportunities for traditional as well as non-traditional students. Volunteers are also encouraged to tell their personal story of why they believe college is a great opportunity for all persons to strive to obtain. Volunteers will be in a group of four.

Tentative Schedule:

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTION</th>
</tr>
</thead>
</table>

Casual Attire: “A Walk for Education” T-shirt, NSBE t-shirt or school shirt with jeans or comfortable walking pants along with comfortable walking shoes. Remember to always dress for weather conditions! Please refrain from bringing a purse or wearing expensive jewelry. We will not be liable for any damaged, stolen, or missing goods.

What to expect: The purpose is to educate the community about the educational opportunities available. Therefore, volunteers are expected to approach this community activity with enthusiasm and determination. We want our community to feel inspired and motivated to accomplish their educational dreams.

For more information,

THE CONTACT INFORMATION FOR THE PERSON WHO THE HOSPITALITY COMMITTEE (THE PERSON RESPONSIBLE FOR THE REGISTERING THE VOLUNTEERS.)
EXAMPLE AWFE AGENDA

October 21, 2011

7:00 – 8:00 AM: Set – up
   Registration Table
   Informational Table
8:00 – 9:15 AM: Registration
   Distribution of t-shirt, goodie bags, site map
   Organized into walk groups
9:15 – 9:45 AM: Walk group safety instructions
9:45 – 10:00 AM: Welcome address by site keynote speaker
10:00 AM: Kick-off Walk
1:30 – 2:00 PM: Walkers return to AWFE site
2:00 PM – 3:00 PM: Lunch & Activities
3:00 PM – 4:00PM: College Fair
   Winners of writing contest announced
4:00 PM: Closing announcements/Thank you by keynote speaker
4:00 PM: Site Clean-up
EXAMPLE AWFE AREA MAPS

Below is a map of the area A Walk for Education 2002 will take place in. However each group will have a map with only the area they will walk (look to the second map below as an example). For information on Safety and Security measures, please contact:

THE CONTACT INFORMATION FOR THE LOCATION COMMITTEE CHAIRPERSON
Volunteer Registration Form

Name: ____________________________________________________________

Phone
Number: __________________________________________________________

E-mail address: _____________________________________________________

Are you a vegetarian (a non-meat eater)? ______________________________

Will you participate in “Complete the Application”? _____________________

T-Shirt Size:
(Check one box only)

S □ M □ L □ XL □ XXL □

Age Group:
(Check one box only)

14-18 □ 19-25 □ 26-45 □ 46+ □

Please mail or e-mail all volunteer registration forms by TENTATIVE DATE to:

THE CONTACT INFORMATION FOR THE PERSON WHO THE
HOSPITALITY COMMITTEE (THE PERSON RESPONSIBLE FOR THE REGISTERING
THE VOLUNTEERS.

OR TURN IN AT THE NSBE OFFICE ON YOUR CAMPUS.
Below you will find a liability waiver that participants or their parent/guardian must sign in order to participate in NSBE Signature Program - A Walk for Education.

I the undersigned, being a participant involved in the National Society of Black Engineers [A Walk for Education Program](LOCATION OF WALK) AWFE Program or being the parent or legal guardian of such a participant in the AWFE Program, in consideration of my or another’s participation in the AWFE Program, I hereby, for myself and any participant for whom I am a parent or legal guardian release, discharge, hold harmless, and forever acquit the National Society of Black Engineers, (LOCATION OF WALK) AWFE Program or other local sponsors, and their officers, agents, representatives and employees from any and all actions, causes of action, claims or any liabilities whatsoever, known or unknown now existing or which may arise in the future, on account of or in any way related to or arising out of my participation in the AWFE Program. Further, I assume all liability of any non-participants who accompany me.

I understand that I am a volunteer for all purposes, including workers compensation, and am not an employee of the National Society of Black Engineers, (LOCATION OF WALK) AWFE Program or other local sponsors, and their officers, agents, representatives and employees, and as such they are not responsible for injury or death of myself and any volunteer for whom I am a parent or legal guardian which may occur while acting as a volunteer.

<table>
<thead>
<tr>
<th>Participant’s name (please print):</th>
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<td>Participant’s signature:</td>
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<td>Participant’s age if under 18:</td>
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<tr>
<td>Signature of participant’s parent or legal guardian (if under 18):</td>
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<td>AWFE Location:</td>
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<td>Date:</td>
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Walk Group Safety Instructions

**IMPORTANT:** To help insure the safety and comfort of everyone involved, please adhere to the following for the duration of the event:

- You may not possess or be under the influence of alcohol or illegal substances at any time during the Event.
- Be alert and aware of your surroundings, and watch out for other Walkers and their safety.
- Always follow all rules of the road, the instructions of Local Law Enforcement.
- Be sure to look to your left, right, then to your left again before crossing a street or intersection.
- Never assume that a driver can see you and/or will give you the right of way. Make eye contact with the driver, and be sure they've seen you before you proceed across the street.
- Follow the route markings at all times and stay on the marked route.
- When walking, do not take shortcuts through alleys or off the beaten path.
- Always remain in your walking group.
- Watch for any hazards in the road such as potholes, broken glass, or uneven pavement, and point these hazards out to those walking around and behind you.
- Always walk on the sidewalk unless indicated or told otherwise by Walk signage, Walk Crew, Walk Staff, or local authorities.
- In the absence of sidewalks, walk single file.
- When walking in a group, do not “bunch up” - this prevents others from passing. DO NOT spill over the sidewalk and onto the street at any time.
- Obey all pedestrian traffic laws.
- Maintain safe and non-disruptive behavior at all times, including no verbal or physical fighting or harassment.
- Remember, we are sharing the sidewalks and paths with many others and it's important to be courteous as well as safe. Be alert for bicycles, other pedestrians, etc.
- In case of rain, be even more vigilant about safety and alertness.
- Wear your NSBE T-SHIRT and or NSBE BUTTON at all times.
- In case of emergency, dial 9-1-1.
- Common courtesy applies. Don't litter. Be polite to members of the local community, staff and each other.
- DO NOT walk with headphones or cell phones. These can distract you and being distracted leaves you vulnerable to injury.
- It is important that you remain hydrated while you walk. You should be drinking every half an hour to an hour during your walk. A lot will depend on the temperature; the more you sweat, the more you want to drink.
Example of College Admission and Scholarship Information

We are requesting all universities, community colleges, and technical certification classes within the southeast Texas area to give pamphlets and brochures about their university, college, or program. Please contact us to confirm that your educational institution has been contacted.

We are also asking private scholarship foundations to give us pamphlets and brochures about their scholarship opportunities. Along with GED information, volunteers will distribute these things as they visit each house. If you have any information about private scholarship foundations, please contact us.

If you have any questions or suggestions, please contact:
THE CONTACT INFORMATION FOR THE BROCHURE INFORMATION COMMITTEE
CHAIRPERSON

Example of Public Relations Information

Keynote Speaker and Media Participation

Keynote Speaker

At this time, we have invited City Councilwoman Carol Galloway to give a fifteen minute spirited address at 9:45AM. The day’s event will conclude with State Representative Harold Dutton’s address, a thirty minute speech stating the reasons for A Walk for Education.

The Houston Comets have agreed to sign autographs at Pleasant Hill Baptist Church from 9:30AM until 10:30AM.

Media Participation

We encourage the participation of the media in this community service. All media outlets interested may cover this activity. In addition, they can sponsor the event. Sponsorship entitles the display of the company’s name at the primary location and acknowledgements. Please refer to the Corporate Solicitation and Financial Assistance page for more information on financially assisting this event.

For more information, please contact:
THE CONTACT INFORMATION FOR THE PUBLIC RELATIONS COMMITTEE
CHAIRPERSON