



CAPTAIN'S RESPONSIBILITIES

Before Walk Across Tennessee begins, the Captain will:

- Recruit 5 other team members to walk.
- Complete the **Team Registration Form** and turn it into the county Extension office.
- Provide each team member with an **Individual Registration Form, Individual Mileage Log** and **Walk Across Tennessee Wrap-Up**. These forms are in the 'Team Members' section of the Captain's Packet received from the Extension Office.
- Turn in the team's **Individual Registration Forms** (including his/her own) to the Extension office preferable before Walk Across Tennessee begins on March 1, 2020 but no later than March 7.
- Ask team members to record their mileage every day on their **Individual Mileage Logs**, total their weekly miles, and contact you to report their totals 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 **Celebration and Awards Activity** at the end of Walk Across Tennessee.

Every Week on Monday:

- Collect the mileage walked by the five other team members; record their numbers plus your own on the **Team Captain's Log**.
- Report your team's mileage and any Success Stories to your county Extension office, by one of following methods: at walkacrosstnmonroe.com, by Facebook at UT Extension- Monroe County, by phone at 442-2433, by fax at 442-9972 or to lmoore90@utk.edu before Wednesdays at 5:00 p.m.

On Week Seven:

- Ask each team member to complete the Walk Across Tennessee Wrap-Up and Individual Mileage Log and turn both into you as soon as Walk Across Tennessee is over. Please remember to complete these two forms for yourself as well.

At the end of week eight when Walk Across Tennessee is over:

- Calculate your team's total mileage/pounds lost for the 8 weeks and note this on the **Captain's Log**.
- Call all team members one time to remind them if they have not turned in their **Individual Mileage Logs** or **Walk Across Tennessee Wrap-Ups** to you.
- Send or deliver to the Monroe County Extension office all your team's **Individual Mileage Logs, Walk Across Tennessee Wrap-Up Forms** (including yours), and the **Captain's Log**.

Weekly results will be post at the UT Extension Monroe County website:
extension.tennessee.edu/monroe and at walkacrosstnmonroe.com.

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development. University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating. UT Extension provides equal opportunities in programs and employment.