



CAPTAIN'S RESPONSIBILITIES

Before Walk Across Tennessee begins, the Captain will:

- Recruit seven 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 October 10, 2022 but no later than October 12th so T-shirts can be ordered. You can also register using Google forms at https://docs.google.com/forms/d/e/1FAIpQLSd6W_gPahnliW0tT_RexCFCpwQz5bwjsax-W8sZul45n8Q8sA/viewform
- 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 seven other team members; record their numbers plus your own on the **TeamCaptain's Log**.
- Report your team's mileage and any Success Stories to your county Extension office, by one of following methods: by Facebook at UT Extension- Claiborne County, by phone at 626-3742, by fax at 626-3423 or to cbrandon@utk.edu before Wednesdays at 5:00 p.m.

On Week Five:

- 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 six when Walk Across Tennessee is over:

- Calculate your team's total mileage/pounds lost for the 6 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 Claiborne 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 Claiborne County website: claiborne.tennessee.edu and UT -TSU Extension Claiborne County Facebook page.