

M-COPE GUIDELINES & REQUIREMENTS FOR  
THE TEXAS MEMORIAL WALKWAY©  
(SCHOOL / COMMUNITY REQUESTS)

Thank you for your interest in empowering and enlightening your student body and / or community about the realities of substance use. ***The Texas Memorial Walkway*** © features memorial signs for up to 300 loved ones who have passed from substance or alcohol related circumstances in our area and the state of Texas. The signs feature a beautiful tribute description about each person and they range in age from 14 - 65. Students will find someone they can relate to in this impactful memorial.

When possible, we will do a pre-site visit to determine the space for the Walkway. We prefer it to be displayed inside, however, outside can work in certain cases, but should at least be in a covered area.

- If you have a start earlier than 9:30 AM, the set up will need to be done the night before. The set up takes between 1 to 1 1/2 hours, depending on the size of the Walkway shown. We will work with you to determine the perfect size for the time allotted and the audience we are reaching. It is crucial for you to have available an ample number of able bodied **volunteers for setup and take down**. The number needed will be determined by the M-COPE coordinator.
- Please provide a designated parking spot for the truck and M-COPE Walkway trailer (16') for the duration of the event.
- Indicate if the M-COPE trailer may be left in the parking lot overnight. *(insert picture here)*

We have 2 different walkways based on whether it will be shown outside or indoors (preferable).

***THE SET-UP AND TAKEDOWN FOR INDOOR EVENTS:***

- Volunteers are needed to carry the pictures into the area. This is a great opportunity to involve the students in service organizations, or your PTA parents.
  
- We would like to have a rectangle table near the area to temporarily use for setting up the easel backs for each sign. The pictures are numbered in the order they'll be displayed. We will use a couple of your volunteers for opening the easel backs and the rest of the volunteers for setting them on the floor in lines as designated by the M-COPE coordinator.

*For the students: Is there a possibility of them receiving extra credit for helping M-COPE with the set-up and tear down of the Walkway as we are a 501(c)(3) nonprofit?*

**[Give specific numbers of volunteers needed so they understand]**

If the school has a flatbed cart, the signs can be transported that way as well.

- Ensure you have ample space for the walkway. The row of pictures will typically be placed at least 5 feet from the closest wall, and 9 feet apart from each additional row. Typically, each row will feature pictures placed back to back. The students will walk up one side to see the signs and down the other. Your M-COPE coordinator will work with you on the spacing and fitting in as many pictures as possible in the space given.

If the Walkway is being presented in a hallway, we need to be mindful of fire codes.

### ***THE SET-UP AND TAKEDOWN FOR OUTDOOR EVENTS:***

For outdoor events, our solid wood bases are 12 feet long and weigh approximately 40 lbs each.

- 2 volunteers are needed to carry each base, so each person needs to be able to lift 20 pounds. This is a great opportunity to involve the football / sports team members, students in service organizations, or your PTA parents.
- The bases can't fit in a regular elevator so we ask to load / unload on the same level as the space we're using and to be able to park temporarily as close to the space as possible.

*For the students: Is there a possibility of them receiving extra credit for helping M-COPE with the set-up and tear down of the Walkway since we are a 501(c)(3) nonprofit?*

- The volunteers will be unloading / loading all the memorial signs as well.
- The bases will be set then the M-COPE coordinator(s) and your volunteers will set up all the individual signs as numbered in the bases and zip tied together.

**[Give specific numbers of volunteers needed so they understand]**

If the school has a flatbed cart, the bases can be transported that way as well.

- Ensure you have ample space for the walkway. The row of bases will be placed at least 5 feet from the closest wall, and 9 feet apart from each additional row. The students will walk up one side to see the signs and down the other. Your M-COPE coordinator will work with you on the spacing and fitting in as many pictures as possible in the space given.

If the Walkway is being presented on a pathway or sidewalk, we need to be mindful of fire codes.

NEEDED during Walkway experience:

- Table and chairs. Ask your M-COPE coordinator if it's necessary for your situation.

- Do you have bluetooth or music capability in the area where the Walkway is located? If not, we can bring an MP3 player and play soft appropriate music.

- We provide a few adult volunteers the day of the showing. The number will depend on the size and duration of the showing.

- We ask to address each group of students outside the area before entering to give them a briefing about what they'll see and why we're there.

- Are your teachers interested in having students write a paper or answer a survey on what they learned from the Walkway? For more

attentiveness and impact, we have seen this required for both science and liberal arts classes as extra credit. Ask your M-COPE coordinator for more information. We can also provide a survey for the students to complete so both you and M-COPE have feedback about the impact of the program.

- We recommend that you have a counselor(s) present in the area of the Walkway for students who become emotional and need to talk.
  
- Are you interested in a “Parents Only” evening at your school? If so, would you like us to arrange for other mental health or substance abuse resources in your area to attend as well?

A table / chairs would need to be set up for each resource.

We're excited for the opportunity to work with you and present The Texas Memorial Walkway©.

Questions can be addressed to Kathy Posey at [KPosey.mcope@gmail.com](mailto:KPosey.mcope@gmail.com)