



Walk Planning Timeline

The CROP Hunger Walk is a meaningful way to ensure everyone has food, voice, and a safe place to call home. This community-wide interfaith event will include people of all ages walking to end hunger around the block and around the world.

With intentional planning and sticking to the Walk planning timeline, you will make sure your Walk fundraising pages are live, information is correct, materials arrive on time, and the Walk Treasurer has everything necessary for the donations coming in.

6 months prior to your Walk

- Confirm the date of the Walk and update Event Coordinator information with your Community Engagement Specialist.
- Hold first Planning Team meeting for the Walk and set future meeting schedule.
- Set goals for amount raised and number of Walkers expected.
- Confirm local hunger agency information and percentages. If adding new agencies, complete the [Local Agency Application](#).

4 months prior to your Walk

- Order Walk materials using [Material Order Form](#).
- Update Walk website details (time, location, length, contact person, Team Captain Rally information and narrative). [Website Information Submission form](#).
- Request for proof of insurance (if city requires) by submitting [Insurance Request Form](#).

3 months prior to your Walk

- Confirm Treasurer's contact information and share with your Community Engagement Specialist.
- Complete the [Committee Roster](#).
- Create a plan for business sponsorships/participation – [Business Toolkit](#).

1 month prior to your Walk

- Promote your Walk with announcements and a press release. [Promote Your Walk](#)
- Create a plan for using the [Walker Evaluation](#).

1 month after your Walk

- Walk Treasurer remits all donations to the CWS Elkhart office.
- Submit final Treasurer report.
- Create and retain a list of Team Captains and contact information for next Walk.
- Host Planning Team meeting to evaluate the Walk and set a date for the next Walk.

To complete actions and forms, please visit the Walk Leader's Portal:

<http://resources.crophungerwalk.org/portal>