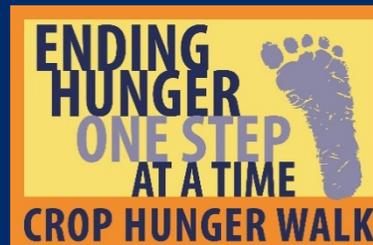


walk committee

Logistics & Safety Leader



You are the host for the CROP Hunger Walk. Your task is to ensure that walkers have a smooth, safe experience. By having a good time, they'll be back next year!

Prior to Walk Day

Plan the Walk Route

- Map out the Walk route from the registration/starting point, with safety issues as a top priority.
- Decide on a registration site for Walk Day with indoor options and ample parking.
- Make arrangements for a PA system and stage for Walk announcements.
- Arrange for educational displays and activities along the route.
- Designate an alternative end point for seniors and families with small children for a shorter route.
- Set up and distribute route markers, caution signs and safety vests for volunteers (all available from CWS).

Acquire Needed Permits, Insurance and Police Assistance

- Clear proposed route(s) with local police department as soon as possible; request necessary permits from city officials.
- Contact CWS for an insurance certificate, if needed.
- Ask for police assistance as the Walk begins and at dangerous intersections.
- **NOTE:** CWS has insurance coverage for each walker and volunteer; notify your Walk committee coordinator and CWS staff member immediately of any serious injury requiring medical treatment.

Arrange Rest Stops, Refreshments and Volunteers

- Plan for rest stops along the entire route to provide water and restroom facilities. Provide trash receptacles at rest stops and refreshment areas along with other supplies.
- Coordinate volunteers for all rest stops. The first rest stop usually requires more volunteers as faster and slower walkers have not yet spread out along the route.
- Secure van drivers and ask several people with cell phones to coordinate in patrolling the route and monitoring Walkers taking more time. Vehicles need to be clearly identified for Walker assistance.
- Know where the nearest medical/emergency facility is in case of emergency.

Brief Team Leaders at Their Orientation

- Share route map and discuss the pre- and post-Walk activities planned. Provide team leaders with a list of emergency contact numbers.
- Also, remind them that no recreational wheels are allowed (bicycles, roller skates, rollerblades, skateboards). Necessary wheeled vehicles such as wagons (used to pull youngsters), strollers and wheelchairs are welcome.

Walk Day

- Clearly mark the route and have maps and clear instructions available for all Walkers.
- Create and distribute a list of the cell phone numbers of Walk organizers and other leaders at the event to be used for coordination purposes and emergencies.
- Create a festive atmosphere — a photo booth, music, clowns, games, displays, banners, etc.

- After the Walk, remove route markers, signage, etc.
- Try to leave the route and all rest stops cleaner than you found them.

Additional Walk Day Fun

- Provide tables and recruit volunteers to make the Walk experience to be even better for participants.
- Coordinate distribution of Walker awards and "thank you" gifts.
- Set up refreshments before and/or after the Walk.
- Sell or hand out CROP Hunger Walk T-shirts and other apparel.

Supplies Needed

- Tables and chairs
- Maps and safety instructions for Walkers
- CROP Hunger Walk stickers to identify all Walkers
- Calculators and pencils

CROP Hunger Walk Registration

Registering Walkers on Walk Day is different for every community across the country. Here are some general suggestions:

- Recruit one volunteer for every 20 - 30 anticipated Walkers. Ask volunteers to arrive one hour before registration begins to go over instructions.
- Secure one table for every two volunteers.
- Create a clear traffic flow for registration and have volunteers to direct walkers to the appropriate tables.
- Set aside a gathering place for registered Walkers while they wait for the Walk to begin.

NOTE: For safety reasons, Walkers are not to turn in money at the CROP Hunger Walk. They should give it to their recruiter who will be responsible for turning in the money before or after Walk Day.

Volunteer Responsibilities

- Make sure Walkers sign the waiver on the envelope. those who registered online sign a waiver when they register.
- Register Walkers who have lost or forgotten envelope. Use a sign-in sheet found at: crophungerwalk.org/sign-in.
- Have extra donation envelopes available.
- **Give each Walker a route map and a CROP Hunger Walk sticker for safety and identification.**
- Thank each walker for their participation.

Group Registration

In some Walks, groups pre-register. The primary recruiter collects all the donation envelopes before the Walk. The person registering the group should see that all the Statements of Consent are signed, and then bring them to the registration table. He/she will receive route maps and stickers for the group.