

## HOW DO WE CHOOSE A VENUE?

What sort of people are going to do the walk? Are there likely to be young children, physically challenged persons, or people in wheelchairs? Look for a venue with easy access, lots of parking, toilet facilities, nearby public transit if it's not a circular route (since participants must return and collect their vehicles) and no undue dangers. Is a circular route the best for you? Select something which fits your needs and abilities.

## DO WE HAVE TO WALK FOUR KILOMETERS?

No. Four kilometers seems like a distance most people can do, but you can adjust the distance according to the physical ability/fitness level of the participants.

## DO WE NEED PERMISSION TO HOLD A WALK?

This will depend on the location and the number of people involved. A small group walking along a well-established pedestrian route may not require permission. But if it's a larger number and there is a possibility that you may be erecting temporary direction/information signs, you will need permission. If you are planning a walk in a public park or on private land you do not own, you should ask for permission in writing. It may be that you want to erect temporary signs of some nature; this needs to be clarified with the land owner or local authority.

## WHO DO WE WRITE TO FOR PERMISSION?

If you are using a public park or walkway, write to the local municipality or parks and recreation department. It will also advise you on what you can and cannot do, (i.e. erect tents, drive on the grass, etc.) If you are not sure who owns the land, the municipality will normally advise you. There is a sample downloadable request letter on our website.

## DO WE NEED PUBLIC LIABILITY INSURANCE?

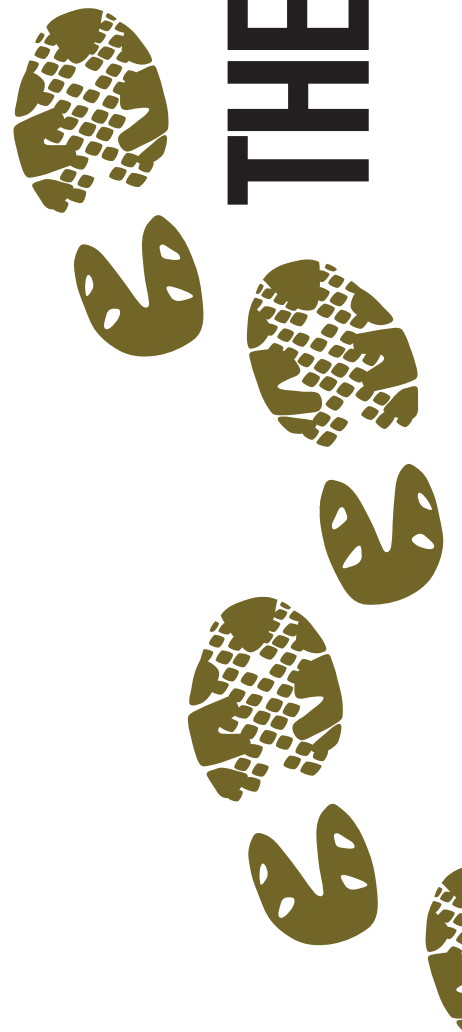
Hosting an event like a Turn On The Tap Challenge exposes people to a degree of risk. Even though you may take all reasonable precautions, accidents can occur. If you organize the walk as part of a church group/activity, you may be covered by your church's insurance policy (usually under the umbrella of a 'church activity') but check this with your church secretary or treasurer. Otherwise, you should contact several insurance companies and discuss your needs.

## WHY DO WE NEED TO CONDUCT A RISK ASSESSMENT?

A risk assessment is not essential, but the very nature of walking has some degree of risk to the individual. The amount of risk will depend, of course, on the location and the risk will increase or decrease depending on the terrain and walk day weather conditions. It would be prudent to carry out a risk assessment of the route. This would help you to identify potential hazards and help to make your walk safe and fun. Your church or organization may have a 'good practice' procedure, which would assist you in this process.

## DO WE NEED TO TELL THE POLICE?

This will depend on the location and size of the walk you are holding. If it's a larger walk and you are in public, it does not do any harm to inform the police in advance. They may have some concerns if it is a large group and if the route includes busy intersections. There may also be other events taking place on the same day which may clash with your planned route. Be prepared to change/alter your proposed route. They may appoint someone to offer you advice on safety issues and possibly have someone allocated to you for the day.



## WHY DO WE NEED TO PROVIDE FIRST AID?

Ideally, everyone will complete the walk having had fun and without incurring any incidents. However, participants may suffer from blisters, trips, slips or stings, and the weather may also be an issue, particularly if it is hot. If there are only a few of you taking the challenge, one of the participants may be

trained in First Aid. Ask your local St. John's Ambulance ([www.sja.ca](http://www.sja.ca) can get you started) to assist at the event.

## DO WE NEED TO PROVIDE VOLUNTEERS?

You will need to mobilize a group of volunteers to assist you with the walk. How many you need will depend on the number of people taking part. If there are just a few walkers, you probably won't need many volunteers. If you have a larger event, you will need more volunteers. The number will also depend on the location of the event and its individual characteristics and risks. Volunteers must be fully briefed on their role and responsibilities. Volunteers placed along the route will need to be easily identified (high visibility vest/sash/armband) and equipped with cell phones, in case you need to move or update them during the walk.

## WHAT SHOULD WE DO IF SOMEONE GETS LOST?

It is important to make some provision for dealing with the possibility of lost children. It is imperative that if a small child goes missing, you circulate the description of the child to as many people as possible; a good starting place is with the volunteers and police (if they are there). If you run a larger walk, a loudspeaker may be helpful.

## CAN WE COLLECT MONEY AS WE DO OUR WALK?

It's always tempting to use an event like this to raise additional funds by having collection tins or buckets. Check with your municipality to find out if this is allowed. You will also need to provide appropriate security.

## CAN PARTICIPANTS BRING THEIR DOGS?

Not all venues are suitable for dogs and there may be restrictions in some public places. Not all people are comfortable with dogs, even if the dogs are on a leash. Also, those who have dogs need to keep them under control, on a leash, and be responsible and clean up. With all this to consider, we recommend dogs (except for guide dogs) NOT be allowed. But the final decision is up to you.

## WILL WE NEED TO PROVIDE TOILET FACILITIES?

This will depend on your location and the number of people involved. You may find there are facilities at your location, but don't assume it's okay to use them. Ask in advance.

## SHOULD WE ORGANIZE A CLEAN-UP PARTY?

When you take part in the Turn On The Tap Challenge, you are representing Samaritan's Purse. As such, you need to respect the residents and areas you use, including being careful and considerate about where you park your vehicles. You should also clean up after yourselves, so residents and businesses remember you and Samaritan's Purse fondly.

## HOW DO I REGISTER PARTICIPANTS?

You can set up a pre-event system or have participants register at the walk. In either case, have participants bring their donation forms and funds to the walk.

## HOW MUCH OF MY/OUR DONATIONS WILL BE SPENT ON THE PROJECT?

Samaritan's Purse Canada policy requires that at least 90% of all funds raised be spent on actual project work, with up to 10% available for all general administration and fund-raising costs.

