

AGENCY TOOLKIT



**GREATER
CHICAGO**
– FOOD –
DEPOSITORY™

34TH

HUNGER WALK



**SATURDAY
SEPTEMBER 7, 2019**

JACKSON PARK

chicagosfoodbank.org/hungerwalkagencies

REGISTRATION NOW OPEN!

REGISTER NOW

All walkers and team captains can register and fundraise at chicagosfoodbank.org/hungerwalkagencies

Prior to the event, each participant should pick up a walker bib and a 2019 event t-shirt. These bibs are required in order for participants to be counted.

FOLLOW THESE EASY STEPS

1. Register online by **Tuesday, August 27, 2019** at chicagosfoodbank.org/hungerwalkagencies
There is NO event registration at Jackson Park. You MUST pre-register by August 27.
2. **Pick up your team's bibs and t-shirts** at the Food Depository Main Entrance on August 30 or between September 3 – 5.
3. **BE SURE TO BRING YOUR BIB** to the 2019 Hunger Walk and attach the bib to the front of your shirt (safety pins will be provided).
4. **Locate the WELCOME ENTRANCE** at the southeast corner of Jackson Park. Simply walk through this entrance. Once you've passed through, you will be counted. It's that easy! (NOTE: The counting system will only count one bib per person and the bib must be worn on the front of your shirt to be counted. More than one bib worn or carried by the same person will disqualify any credits for their agency.)
5. **Enjoy the Hunger Walk!**

KEY DATES

AUGUST 27: Deadline to register online

AUGUST 28: Deadline to book a bus

AUGUST 30, SEPTEMBER 3 – 5: T-shirt and bib pick-up

SEPTEMBER 7: Hunger Walk

SEPTEMBER 30: Deadline to submit bus reimbursement AND Hunger Walk pledge payments

JUNE 30, 2020: Deadline to use 2019 Hunger Walk credits

EVENT DAY BASICS

SATURDAY, SEPTEMBER 7, 2019

Jackson Park: 1793 E. Hayes Dr., Chicago

Opens: 7 a.m. | Steps Off: 8:30 a.m. | Ends: 11:30 a.m.

KEY REMINDERS

- **The Hunger Walk is scheduled to occur rain or shine!** We have emergency plans in the event of inclement weather.
- **Please remember that the course is a public outdoor walkway.** A volunteer crew will inspect the course the morning of the walk to ensure it is free of debris and easy to navigate. We will do everything we can to make the course as smooth as possible.

WHAT TO BRING

On the day of the event, be sure to bring your walker bib*, Hunger Walk t-shirt, comfortable shoes for walking, sunscreen, bug spray and fun and positive attitude!

***Anyone who forgets their bib will NOT be counted for agency credit.**

WHAT NOT TO BRING

Since Jackson Park is a public park, please do not bring glass bottles or glass objects, gas grills*, kegs or alcoholic beverages, illegal substances, fireworks, firearms or animals (service animals are permitted). *Failure to comply with the above may result in entry being denied. All containers will be subject to search. Bicycles may not be ridden on festival grounds.*

***IF YOU PLAN TO PICNIC OR BARBECUE**, you are responsible to transport and drop-off any equipment to Jackson Park between 6 – 7 a.m. You will not be able to board a bus with this equipment. You must use a charcoal grill (propane tanks are not allowed). Grilling must be confined to enclosed metal containers and may only take place within dedicated grilling areas. Hot coals must be cooled or doused with water after each use and must be disposed of in coal containers provided for you. Disposing of coals on grass, at the base of trees or any other restricted area is strictly prohibited. Grilling is only for your agency walkers and not for the general public. Do not sell any food items. Grilling must end by 11:30 a.m.

QUESTIONS? Contact Member Operations at 773-247-3663 and press 2.

EVENT DAY REMINDERS

PLAN AHEAD

- **Identify a meeting spot** for your team prior to event day, as well as a meeting spot if anyone gets lost.
- **Create a team banner** and bring it with you to the Hunger Walk.
- **Travel to the event together** via public transportation, your personal vehicle or a rented bus (limited parking is available).

UPON ARRIVAL

- **Bring your registered walkers!**
- **Wear your bib** to ensure your agency receives credit.
- **Walk through the WELCOME ENTRANCE structure.**
- **Drop-off donations** at the HELP TENT.
- Enjoy the Hunger Walk!



WELCOME ENTRANCE: Every walker must walk through the WELCOME ENTRANCE with their bib on to be counted as credit towards their agency. If you do not have your bib on, your agency will not receive credit.

HELP TENT: Donations collected prior to the event may be deposited at the HELP TENT.

INFORMATION TENT: Food Depository staff will be available to answer any Hunger Walk related questions.



MAKE THE MOST OF YOUR PARTICIPATION

WALKING TEAM CREDITS

Receive **\$12 in agency credits per walker** that participates on your agency's behalf! For fundraising of \$500 or more, **agencies will receive a \$100 match!**

- In order to receive walker team credits, you must bring at least 15 registered walkers.
- Please bring all of your registered walkers to the Hunger Walk. A minimum of 80% of participants registered **MUST** attend. For every participant under 80% that doesn't attend, the agency will be deducted \$5 from their total agency credits from the walk.
- Each walker will receive a walker bib that contains an electronic chip that is specific to your agency. Each walker **MUST** walk through the WELCOME ENTRANCE to receive credit. (NOTE: if you walk through with more than one bib, the bib will not activate and you will not receive credits).
- **All credits earned and money raised will need to be spent by June 30, 2020** or it will expire.

BUS REIMBURSEMENT

The Food Depository will reimburse agencies for the cost of ONE bus from select companies for transportation to/from Jackson Park. For a list of requirements and more information, please see the information enclosed in this packet.

QUESTIONS? Contact Member Operations at 773-247-3663 and press 2.

BOOK A BUS

BOOKING DEADLINE: AUGUST 28

BUS ARRIVAL: 6:30 – 8 a.m.

BUS DEPARTURE: 10:30 a.m. – 12 p.m.

- For walkers who need ADA accessibility, limited trolley transportation will be available from 6 a.m. – 12 p.m. to shuttle those requiring special assistance to and from the event, and from the bus drop-off and pick-up locations.
- If you are planning to picnic or barbecue, you will not be able to board the bus with this equipment. It must be transported separately.
- If you need to cancel the bus for any reason, please adhere to each company's individual payment/cancellation policy. Agencies are fully responsible for any cancellation fees.

BUS REIMBURSEMENT REQUIREMENTS

The Greater Chicago Food Depository has identified five exclusive transportation companies. If booking a bus for the event, please find the company designated to your area on the bus reimbursement form.

The Food Depository will reimburse agencies for the cost of ONE bus for transportation to/from Jackson Park with the following conditions:

- Bus **MUST** be booked through one of the five approved companies listed on the reimbursement form. Please reference HUNGER WALK when making the registration.
- Bus **MUST** be booked to/from Jackson Park only, between 6 a.m. – 12 p.m. (cost only reimbursed during these times). The Food Depository will provide the bus company with detailed instructions for arriving and parking at Jackson Park.
- Bus **MUST** remain at Jackson Park during the duration of the walk. No buses may leave the parking area for security reasons.
- Bus **MUST** be booked no later than 5 p.m. on Wednesday, August 28.
- Bus **MUST** be filled with at least 34 people (75% full).
- Bus reimbursement form and receipt **MUST** be submitted to the Food Depository by Monday, September 30, 2019. No exceptions.

TO BOOK A BUS

Contact information and booking instructions are listed on the enclosed bus reimbursement form and online at

chicagosfoodbank.org/hungerwalkagencies



DRIVING TO HUNGER WALK?

THE USE OF PUBLIC TRANSPORTATION IS HIGHLY RECOMMENDED.

If you opt out of public transportation, please note that there is limited free parking available within a 2-mile radius of the event. There are also paid street and lot options available.

Please check the website for more information after Monday, August 12, 2019.

Any free event parking that is secured by the Food Depository will end promptly at 1 p.m. If you plan on parking past 1 p.m., you must pay at the pay box located inside the lot.

HANDICAPPED PARKING SPACES

For those in need, a limited number of handicapped parking spaces are available in the main lot, located at Hayes and Lake Shore Drive (northwest corner lot).

Handicapped parking spots are available on a first-come, first-served basis. Handicapped parking placard must be displayed at all times.

Please let us know if you need accessible parking so we may reserve your space in the main lot by emailing us at hungerwalk@gcfd.org

FREQUENTLY ASKED QUESTIONS

WHAT IF I FORGET TO BRING MY BIB?

While you are welcome to walk, your agency will not receive credit for your participation.

CAN I PICK UP MY BIB AND T-SHIRT ON THE DAY OF THE EVENT?

No, there will be no bibs or t-shirts available at Jackson Park. All bibs and t-shirts must be picked up in advance.

HOW LONG IS THE WALK ROUTE?

The walk route is approximately 2 miles. There will be a water station and portable restrooms at the one-mile mark.

CAN I BRING MY PET TO THE EVENT?

For the safety of our walkers and animal friends, we do not allow animals (service animals are permitted).

CAN I BRING MY BIKE TO THE EVENT?

While you may ride your bike to the event, bikes are not permitted on the course.

DO I HAVE TO JOIN AN AGENCY TEAM OR HUNGER WALK FUNDRAISING TEAM?

No, you can participate as an individual fundraiser.

HOW DO I JOIN A FUNDRAISING TEAM?

Go to chicagosfoodbank.org/hungerwalkagencies and look for MEMBER AGENCIES. Click REGISTER and search for the team you would like to join.

HOW DO I DESIGNATE DONATIONS FOR A PARTICULAR AGENCY?

- **ONLINE:** Go to chicagosfoodbank.org/hungerwalkagencies and click DONATE. Then use the "Search fundraisers and teams" text box to search for the agency you wish to donate to.
- **CHECK:** Make payable to the Greater Chicago Food Depository. Write "Hunger Walk" in the memo line and agency information (i.e. HW-Agency Name A000). Mail checks to (do NOT mail cash):
Greater Chicago Food Depository
ATTN: Hunger Walk
4100 W. Ann Lurie Place, Chicago, IL 60632
- **CASH:** Accepted in person at the Food Depository or at the HELP TENT at the Hunger Walk.