

Important Hunger Walk details inside!



33RD HUNGER WALK

September 8, 2018 | Jackson Park

1793 East Hayes Drive, Chicago

Opens: 7:00 a.m. | Steps Off: 8:30 a.m. | Ends: 11:30 a.m.

AGENCY TOOLKIT



For the full Hunger Walk packet, visit the 'Toolkit' section at chicagosfoodbank.org/hungerwalk

EVENT DAY BASICS

The Hunger Walk is scheduled to occur rain or shine. We have emergency plans in the event of inclement weather. A volunteer crew will inspect the course the morning of the walk to ensure it is free of debris and easy to navigate. Please remember that the course is a public outdoor walk way. We will do everything we can to make the course as smooth as possible. Please remember to register online by August 29, 2018 and bring your walker bib to the event. Anyone who forgets their bib on the day of the event will NOT be counted for agency credit.

What to bring

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

What **NOT** to bring

Since Jackson Park is a public park, please do not bring the following items: 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.*

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 walk.
- Travel to the event together: use public transportation, your own vehicle or rent a bus. (*limited parking is available*).

***If you plan to picnic or barbecue at the walk, you are responsible to transport and drop-off any equipment to Jackson Park between 6:00–7:00 a.m. You will not be able to board a bus with this equipment. The barbecue must use a charcoal grill (propane tanks are not allowed) and 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. Please do not sell any food items. Grilling must end at 11:30 a.m.

Questions about Hunger Walk? Contact Member Operations at 773-247-3663 and press 2.

REGISTRATION NOW OPEN

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

Prior to the event, each participant will receive a walker bib and a 2018 event t-shirt, which will be available for pick up at the Food Depository between August 30–31 and September 4–6. These bibs are required in order for participants to be counted. Participants simply attach their bib to the front of their shirt and walk through the large WELCOME ENTRANCE.

Follow these easy steps:

- Register online by Wednesday, August 29, 2018 at: chicagosfoodbank.org/hungerwalk. (*There is **NO** event registration at Jackson Park. You **MUST** pre-register by August 29, 2018.*)
- Pick-up your team's bibs and t-shirts at the Food Depository, between August 30–31 and September 4–6 (*More information and specific times to follow*).
- BE SURE TO BRING your bib to the 2018 Hunger Walk and attach the bib to the front of your shirt. (*Safety pins will be provided*).
- Locate the WELCOME ENTRANCE at the south east corner of Jackson Park - simply walk through this entrance. Once you've passed through, you will be counted—It's that easy! Please 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 individual will disqualify any credits for their agency.
- Enjoy the Hunger Walk!



33RD HUNGER WALK

Hunger Walk Reminders

- 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 to be counted as credit towards their agency. If you do not have your bib, 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.



Key Date Reminders

- August 29:** Deadline to Register Online
- August 29:** Deadline to Book a Bus
- August 30–31 and September 4–6:** Bib and T-shirt Pick up
- September 8:** Hunger Walk
- October 8:** Deadline to Submit Bus Reimbursement
- October 8:** Deadline to Submit Hunger Walk pledge payments



MAKE THE MOST OF YOUR HUNGER WALK PARTICIPATION!

As a valued member agency, there are many benefits to your participation in the 33rd Annual Hunger Walk.

Walking Team Credits

- Receive \$12 in agency credits per walker that participates on your agency's behalf.
 - ◆ In order to receive walker team credits, you must bring at least 15 registered walkers.
 - ◆ Please bring all of your registered walkers on September 8. A minimum of 80% of participants registered for Hunger Walk **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.
- Fundraising Match: For fundraising of \$500 or more, agencies will receive a \$100 match.
- 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 your agency will not receive any credits).

Questions about agency credits?

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

Bus Transportation Reimbursement

The Greater Chicago Food Depository has identified **five exclusive transportation companies**. The Food Depository will reimburse agencies for the cost of **ONE** bus for transportation to/from Jackson Park. (Contact information and booking instructions are listed on the enclosed bus reimbursement form or at chicagosfoodbank.org/hungerwalk).

BOOK A BUS FOR YOUR AGENCY

If your agency would like to book a bus, reservations must be made by **Wednesday, August 29, 2018**. For walkers who need ADA accessibility, limited trolley transportation will be available to shuttle those requiring special assistance to and from the event, from the agencies' rented bus drop-off and pick-up locations. These trolleys will run between 6:30 a.m.–12:00 p.m.

Bus Arrival (6:30–8:00 a.m.)
Bus Departure (10:30 a.m.–12:00 p.m.)

***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. Please adhere to each company's individual payment/cancellation policy. Agencies are fully responsible for any cancellation fee.**

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:

- The bus **MUST** be booked with one of the five approved transportation companies listed on the bus reimbursement form. Please reference HUNGER WALK when making the reservation.
- The bus **MUST** be booked to/from Jackson Park only, between the hours of 6:00 a.m.–12:00 p.m. (*The Food Depository will only reimburse the cost between these times*)
- The bus **MUST** remain at Jackson Park for the duration of the walk. No buses will be permitted to leave the parking area during the walk. All buses must remain parked on-site between arrival and departure for security reasons.
- The bus **MUST** be booked no later than 5:00 p.m. on **Wednesday, August 29**.
- The bus **MUST** be filled with at least 34 people. (*This is 75% of bus capacity*)
- The bus company will be provided with detailed instructions by the Food Depository for arriving and parking at Jackson Park.
- The bus reimbursement form and receipt **MUST** be submitted to the Food Depository by **Monday, October 8, 2018**. No exceptions.

Contact information and booking instructions are listed on the enclosed bus reimbursement form or at chicagosfoodbank.org/hungerwalk



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. There are also paid street and lot options available. Please check the website for more information after Monday, August 13, 2018.

Any free event parking that is secured by the Food Depository will end at 1:00 p.m. If you plan on parking past 1:00 p.m., you must pay at the pay box located inside the lot.

For those in need: We reserved a limited number of handicapped parking spaces in the main lot, located at Hayes and Lake Shore Drive (northwest corner lot): first come, first served. Please display handicapped parking pass.



For the full Hunger Walk packet, visit the 'Toolkit' section at chicagosfoodbank.org/hungerwalk

FREQUENTLY ASKED QUESTIONS

What if I forgot to bring my bib to the event?

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

Can I pick up my Hunger Walk bib and t-shirt on the day of the event?

There will be no bibs or t-shirts at Jackson Park. All bibs and t-shirts will be distributed at the Greater Chicago Food Depository during August and September in advance of the Hunger Walk. More information to follow.

Can I bring my pet to the event?

For the safety of your animal(s) and guests, we ask that you please do not bring them to the walk (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 to participate?

No. If you prefer, you can participate as an individual fundraiser.

How do you join a fundraising team?

Go to chicagosfoodbank.org/hungerwalk, click 'Register,' then search for the team you would like to join.

How do I designate donations for a particular agency?

- Checks should be made payable to the Greater Chicago Food Depository and write in the memo line: Hunger Walk and agency information (i.e. HW-Agency Name A00000).
- If you are donating online, go to chicagosfoodbank.org/hungerwalk and click 'Donate.' Then use the 'Search fundraisers and teams' text box to search for the agency to whom you would like to make a donation.

Mail checks to:

Greater Chicago Food Depository

ATTN: Hunger Walk 2018
4100 W. Ann Lurie Place, Chicago, IL 60632

Note: Please do not mail cash. Cash will be accepted in person at the Food Depository or at the Help Tent at Hunger Walk.

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