

# Take a Hike

## Congregation Checklist

*Here are step by step guidelines to help you in planning your Take a Hike.*

**Decide** that your congregation will host a Take a Hike to raise money for Lutheran Retreats, Camps and Conferences (LRCC - Yolijwa and El Camino Pines).

LRCC will provide the Take A Hike flyers, pledge sheets, bulletin inserts, etc....

**Form a team** to plan and coordinate. We suggest having a point person for each of these areas.

- **Chairperson:** someone to head up the event and committee. This person should keep things on track and make sure that others do their jobs.
- **Traffic Control:** Find a suitable hike site. Contact the police and city officials and completes the proper permits. Recruit members to help manage the route. Secure walkie talkies, traffic cones and tape to mark the route if need be. Get orange vests for all volunteers along the route (sheriff and county road departments have these).
- **Hospitality:** Set up a well-planned Home Base site that will handle hikers. Set up a tent with tables and chairs if available, for the hikers after the race. Provide bottled water, Gatorade, fruit snacks, and other quick treats for those that finish the hike. Provide a pleasant atmosphere as people gather with music, musicians playing, or a carnival-like atmosphere (or choose your own theme).
- **Publicity:** This person will have the responsibility to get the word out well in advance of the hike. Get information in church bulletin and newsletters. Hand out flyers, talk in worship and youth group, etc... Provide recognition for all volunteers that have helped put the function on. Provide an announcer or speaker for after the event. Contact Desta in our Administration office (818-243-8700 or [Office@LRCCHome.com](mailto:Office@LRCCHome.com)) if you would like her to make a flyer customized for your event. Please allow 2 weeks for this to be completed.
- **Prize Coordinator:** Responsible for locating door prizes, awards, and certificates. Ask local or national businesses for door prizes and gifts.
- **Registration:** Responsible for properly recording all participants as they enter. Coordinate with the Prize Coordinator on the proper recognition of those that received door prizes and other recognitions needed. Will you hand out T-shirts, goody bags or other welcome gift to participants as they arrive on the hike day? Collect all monies and sponsor forms that are brought in making sure that proper accounting is made for each participant. Report on the amount raised at the event. Help set up a database so that all donations are accounted for and all pledges are mailed out in one check to LRCC (P.O. Box 3288, Camarillo, CA 93011-3288).

[www.LRCCHome.com/takeahike](http://www.LRCCHome.com/takeahike)

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### PRE HIKE

1. Figure out who, what, where, when. The why is to support/partner with your local Lutheran camps and outdoor ministries. We thank you in advance for this!
2. Set a date, time, hike (typically around 2.5 - 4 mile loop) and meeting place for the hike.
3. Publicity:
  - Put publicity material in your worship folders/bulletins, newsletter, hang up flyers at church, hand out flyers at youth group and other church events.
  - Local newspaper and/or local radio station
4. [www.LRCChome.com/takeahike](http://www.LRCChome.com/takeahike) - Use this page as a resource for you in your planning and publicity!
5. Have a rainy day plan. Or set a 'rain or shine' policy.
6. Contact Desta (@ 818-243-8700 or [Office@LRCChome.com](mailto:Office@LRCChome.com)) to let her know the date, time and place of your Take a Hike. If you would like LRCC staff present we would like to try to make that happen. Please give us plenty of notice.
7. Start posting signs and distributing print material. LRCC will create a flyer for you if you contact Desta in the Administration Office with the details of your event. Allow at least 2 two weeks notice. 818-243-8700 or [Office@LRCChome.com](mailto:Office@LRCChome.com).
8. Apply for any permits necessary through local city/county/campus governing bodies.
9. Determine liability and insurance needs.
10. Set fundraising and participation goals (how much money do you want to raise, how many hikers do you want to have?)
11. Determine schematics of event day registration and hike area.
12. Recruit walkers. Find campers and families who have been to camp. Hand out pledge forms to people who will walk. Checks should be made to your church and at the end of the Take a Hike your church should cut one check to LRCC.
13. Ask for in-kind donations for goody bags and prizes.
14. Coordinate with local police department for safety needs if need be.
15. Contact local media for information about submitting press releases or obtaining event coverage if so desired.
16. Set a date that all monies should be collected and turned into church. We suggest that you have this deadline be the actual day of the hike.
17. Determine logistics for registration, event set up and break down, etc...
18. Assign volunteer roles and responsibilities.
19. Plan for first-aid needs.
20. Find somebody to take pictures and get quotes on the day of the event. Please send any pictures to [Office@LRCChome.com](mailto:Office@LRCChome.com). We'd love to see what happened!
21. Find volunteers to fill in the needs.
22. Secure communication resources (such as walkie talkies) for race day and any materials needed, such as traffic cones, tape, etc...

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23. If you would like to offer a prize to the person that brings in the most amount of money LRCC can send you camp store items to hand out as prizes. Please contact Desta to let her know when you need this by and how many prizes. Please allow at least 2 weeks.

### ONE WEEK BEFORE HIKE

1. Complete a final check in with volunteers to make sure all assignments are covered.
2. Send a final confirmation email to participants. Report fundraising leaders to excite last minute fundraising.
3. Finalize event course, pit stops, insurance needs and permits.
4. Assemble goody bags and information packets for participants.
5. Go over checklist and make sure all Action items have been done.

### 2 or 3 DAYS BEFORE HIKE

1. Be sure that all emergency items, such as water, snacks, camera, and first aid are on hand.
2. Confirm with participants and volunteers.

### DAY OF HIKE

1. Arrive early for set up. Delegate responsibility evenly among leadership team.
2. Establish easy to find help table(s) for last minute problems with registration and/or check in.
3. Possibly have tables along the hike with refreshments and encouragement.
4. Have a fun hike!
5. Announce the amount raised if all pledges come in.
6. Give away prizes if you decide to.
7. Make sure that all sponsors, participants and winners are thanked and recognized publicly.
8. Document the event with photos and memorable quotes. Designate photographers for this purpose.
9. Please gather all money pledged and raised.

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### POST HIKE

- Report total amount raised to hikers, congregation, LRCC and local media (if so desired)
- Send one check to “LRCC” at P.O. Box 3288, Camarillo, CA 93010
  - Include how many hikers and some information on your hike that we might put on our website and use for publicity purposes.
  - We’d love to see pictures and get any quotes from people who were involved.
  - We’d also like your feedback on what worked for you with this event, what would have been helpful and general comments to help us package this event to make it easy to pull off.
  - Send all feedback, pictures, quotes to Desta at [Office@LRCCHome.com](mailto:Office@LRCCHome.com).

*THANK YOU!*