

# Gutsy Walk Event Day Experience

Together as one  
we walk to stop Crohn's and colitis.

[gutsywalk.ca](http://gutsywalk.ca)



Crohn's and  
Colitis Canada  
Crohn et  
Colite Canada



# Agenda

1. COVID Precautions
2. Event Day Volunteer Recruitment
3. Layout of your walk
4. Key areas
  - Setup
  - Volunteers needed
  - Adding some fun
4. Reminders
5. Resources



# COVID Precautions

# COVID Safety Plan

## Screening

- An email will be sent to registered participants 24 hours before the event and they will be asked to self-screen before attending and to stay home if sick.
- This link will be available on our website
- A sign with a QR code should be available for all attendees in case they don't receive the email.
- This sign should be posted in visible locations

# COVID-19 DECLARATION

## COVID-19 Testament for In-Person Locations

First Name: \*

Last Name: \*

Email: \*


example@example.com

Province or Territory: \*

I attest that i have received at least two COVID-19 vaccinations. Additionally, I am not currently sick with COVID-19, displaying COVID-19 or cold and flu like symptoms. I understand that Crohn's and Colitis Canada is not responsible for any issue that may occur due to my participation in this event. \*

- ☐ Yes  
☐ No

Kindly sign this form to attest your vaccination status before submitting. \*

Sign Here 

Clear

Submit

example@example.com

Province or Territory: \*

Please Select

I attest that i have received at least two COVID-19 vaccinations. Additionally, I am not currently sick with COVID-19, displaying COVID-19 or cold and flu like symptoms. I understand that Crohn's and Colitis Canada is not responsible for any issue that may occur due to my participation in this event. \*

- ☐ Yes  
☒ No

If you have not received at least two COVID-19 vaccines we recommend that you read Crohn's and Colitis Canada's recommendations regarding COVID-19 and how to keep yourself safe.

**If you have been diagnosed with COVID-19 or show COVID-19, cold or flu like symptoms, please do not attend an in-person Gutsy Walk.**

These recommendations were developed by our COVID-19 Task force which is comprised of leading Gastroenterologist in their field who have consulted with immunologists and other medical experts.

This is a sample site only and the verbiage will change

# COVID Safety Plan

## Mask & Face Covering & Hygiene

- Masks will be sent to each event location
- Masks are not mandatory for outdoor events, but recommended.
- For indoor events, it is strongly recommended. (Unless it is mandatory according to regional guidelines.)
- Face shields will be available for volunteers who would like to use them
- Entrance, Food, Registration and Washroom areas should have hand sanitizers available.
- Depending on your walk size, extra hand washing stations should be available

# COVID Safety Plan

## Preventing and Controlling the Crowding

- If there is a gathering limit at your walk locations, please have a signage available to indicate the maximum capacity limit. – Template will be provided
- Someone needs to monitor the # of people entering the park if there is a limit
- To avoid crowds, please consider arranging pre-event registration or staggered walk times.
- A sign should be available to remind people about physical distancing – Template will be provided

# Vaccination Requirement

- Crohn's and Colitis Canada's COVID-19 Policy requires that all in-person volunteers provide proof of vaccination to be able to volunteer.
- This policy remains true for Gutsy Walk.
- All Gutsy Walk Volunteers must provide proof of vaccination to the Volunteer Engagement Team before event day.
- Proof of vaccination can be emailed to [volunteer@crohnsandcolitis.ca](mailto:volunteer@crohnsandcolitis.ca)

We know this is a change from people being able to show-up and volunteer, but our responsibility is to keep our IBD community as safe as possible. Our volunteers will be interacting with a lot of people on event day, and we need to mitigate risk.



# Event Day Volunteer Recruitment

**[crohnsandcolitis.ca](http://crohnsandcolitis.ca)**

# How can volunteers help on Gutsy Walk day?

Set-Up

Kids Zone

Entertainment

Floater

Volunteer Captains

Registration

Route Marshalls

Food Service

Clean-up

Volunteer Check-In  
Desk

Directions/  
Guidance

Tear down

# How many volunteers might you need?

Suggested guidelines for number of volunteers needed at your event:

Small: Use your judgement

Medium (\$20K+): 30–40 volunteers

Large(\$75K+): 50–60 volunteers

Very Large(\$100K+): 75–100 volunteers

**IMPORTANT:** Recruit more volunteers than you need!

Anticipate a 10–20% drop off rate from recruited event day volunteers

# How can you recruit volunteers?

Reach out to past  
Gutsy Walk  
Volunteers

Ask people if their  
friends or family  
would be willing to  
volunteer

Post flyers at local  
high schools or  
colleges/universities

Post on social  
media – make it  
sound fun!

Make sure it is  
posted on our  
website. Speak to  
your DC

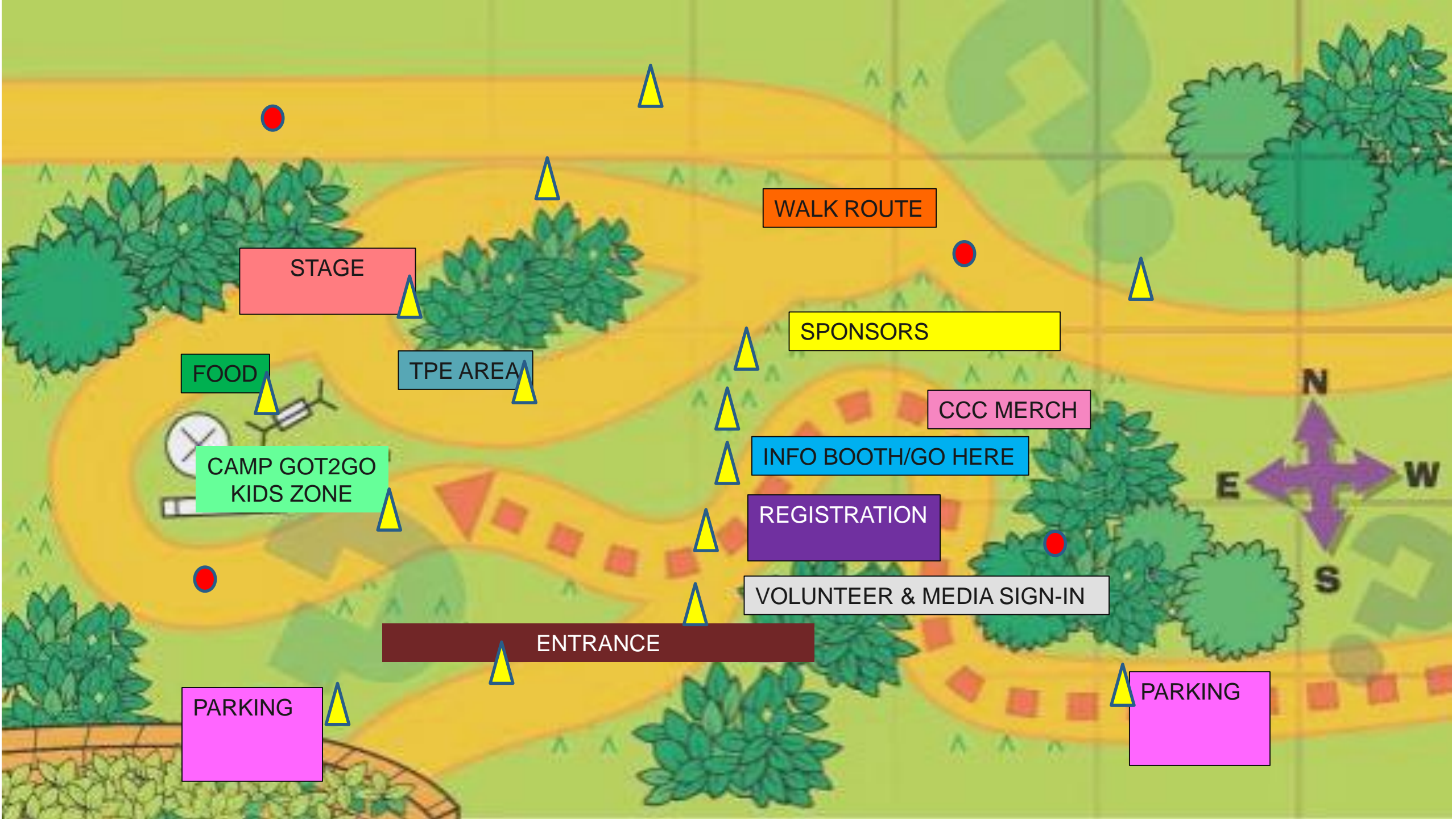
The VE Team has a  
budget for creative  
recruitment ideas!  
Speak to your DC

# A Few Tips for Volunteer Captains

- Assign people (maybe committee members) to be volunteer leaders so volunteers know who to go to with questions or for help
- Don't forget about transition times if people are moving from one area to another or are on break
- Consider scheduling a few 'floaters' who can jump in where needed and can
- Act as "Volunteer Experience Ambassadors" to give volunteers water, snacks and cover breaks, etc.
- You might want to create a schedule so you know where volunteers are supposed to be, and at what time



# | Key Areas



STAGE

FOOD

CAMP GOT2GO  
KIDS ZONE

TPE AREA

WALK ROUTE

SPONSORS

CCC MERCH

INFO BOOTH/GO HERE

REGISTRATION

VOLUNTEER & MEDIA SIGN-IN

ENTRANCE

PARKING

PARKING







## ENTRANCE



- Greeters
- Mascots/Costumes
- Accessible



- Welcome sign at the entrance
- Signage/Directions at the entrance
- Signs at the parking lot



## Entrance: Ideas and Reminders

### Greeters

- Consider having a family as greeters
- Consider having the Local Honorary Chair as one of the greeters
- Greeters to keep a list of key contacts in the walk to connect media people, sponsors, and guest speakers to the right person when they come in.
- Assign parking lot greeters (if necessary)
- A mascot can be there to set a mood, or do costumes







## VOLUNTEER CHECK IN AREA



- First Aid
- Lost and Found



- Media Check-in
- Masks & Face Shields





## Volunteer Check In Area: Ideas and Reminders

- Create a clearly marked check-in spot for event day volunteers
  - Nametags, pinnies, any information they need
- Host a warm welcome and orientation for event day volunteers
  - What they need to know for their role, where to go for questions etc.
- Ensure that volunteers get water, food and breaks throughout the day
- Say thank you to volunteers at the end of their shifts
- Sign off on proof of hours if requested







## WALK ROUTE



- Clear and safe path
- Shorter option
- Start Line



- Portable washrooms
- Signage
- Garbage/Recycling



- Cheerers
- Water handlers
- Photographers



# Walk Route: Ideas and Reminders

## Walk route volunteers

- Someone with a megaphone calling out team names
- **Signage**
- Show before and after photos. Prior to walk day, ask people to bring their photos to be pinned at the start and end of the walk
- Recognize Top Pledge Earners, top teams, etc.
- Motivational signs







## FOOD and BEVERAGE



- IBD-friendly
- Allergy-sensitive
- Hygienic
- First Aid
- Grill safety



- Signage
- Tent, tables, chairs
- Napkins and cutleries
- Garbage/recycling
- Cleaning supplies



- Food handlers
- Runners (1-2)

# Food and Beverage: Ideas and Reminders

## Check your permit first

- Some parks do not allow certain food to be served at events, ie. those eaten with skin.

## Signage

- Visible sign of ingredients for food that may contain allergens
- Signage to remind people about leaving two meters distance when lining up







## STAGE and PROGRAM



- Decorations
- Emcee game strong
- Fun program



- Clear Visual
- Sponsor board
- Recognition board
- Audio check



- Emcee
- Photographers
- Runner



# Stage and Program: Ideas and Reminders

## Program

- Consider the warm up to be lead by someone with IBD

### Speakers:

- Personal stories to be shared by Local Honorary Chair and/or, TPE
- Have a local researcher talk about their outcomes, crediting the participants
- Encourage people to share via social media: photos, live stories, etc.

What can we do to make people want to stay after the walk?

- Open Mic at the end for those who like to share
- Announce contest/raffle winners at the end







## CAMPGOT2GO KIDS ZONE



- Lively vibe
- Family supervision
- Clear and clean area
- Inclusive games



- Camp Got2Go booth/table if applicable, with tattoos
- Fun decorations



- 2 volunteers
- Past camper, if available

## Kids Zone: Ideas and Reminders

### Volunteers

- Consider assigning Youth Engagement Leads, scholarship recipients, and previous Camp Got2Go participants, (if old enough) to lead
- List of activities will be shared in the upcoming weeks

### Not a daycare

- Please ensure children are not left unattended







## REGISTRATION



- Chairs
- Welcome greetings
- Shoutouts
- Secured layout



- Signage
- 2 separate lines
- Materials (pens, envelopes)
- Swag
- Wide and clear area



- Registration table (2-8)
- T-shirt sorters (2)
- TPE gift and Capt gift sorters
- Runners (1-2)



## Registration: Ideas and Reminders

- **This is the busiest area**
  - It is important to have enough volunteers and are trained beforehand
  - Don't forget to thank participants
- **Plan ahead:**
  - Plan any handouts you want to include
  - Print extra pledge forms, just the one-pager online
- **Separate lines:**
  - Online only funds
  - Top Pledge Earner line







## SPONSORS AREA



- Accessible area
- Social Media Handles



- Signage
- Tables and chairs
- Cleaning supplies



- Main contact
- Photographer
- Runner



## Sponsors/Vendors Area: Ideas and Reminders

- **Plan Ahead**
  - Map out where the sponsors/vendors will setup
  - Have a contact person for the sponsors/vendors
- **Capture interaction:**
  - It is important for photographers to take photos of the vendors and our participants interacting with them.
- **Stewardship**
  - Let's make them feel welcome and appreciated for their support





## INFO BOOTH / GO HERE AREAS/MERCHANDISE



- Accessible area
- Ample space



- Signage
- Tables and chairs



- Main contact
- Photographer
- Runner



## Info Booth / Go Here: Ideas and Reminders

- **Volunteers**
  - Assign a volunteer who is comfortable talking about Crohn's and Colitis Canada and Go Here information.
- **Plan ahead:**
  - Have a calendar of events for your chapter available
  - Have a TAG signup sheet available for those who want to be added to the newsletter and an order form for clinicians who want to order literature.
  - Use this area to distribute Kruger and Hello Fresh coupons that will be provided by Toronto office.

**[crohnsandcolitis.ca](http://crohnsandcolitis.ca)**



## Make memories

- Create photo-op areas, make them fun
- Use phone usage/selfie culture as an advantage:
  - Encourage people to share via social media
  - Incorporate social media into a scavenger hunt, with an incentive.
- Create a board where people can post messages. Select a theme, for example: words for the newly-diagnosed, thank your BFF, etc)
- Assign someone to make video of people sharing words of encouragement, why do they walk, who are they walking for, etc to post on social media. For example: a small "Speakers' Corner"



# Reminders

## **Always ensure:**

- Safe – obstacle-free
- Accessible – inclusive and easy for people to find
- Sensible flow

## **Don't forget:**

- Washrooms
- Additional hand washing stations
- Signage
- Communication – ensure everyone can connect with one another during the event
- Sense of community and togetherness

## **Planning ahead:**

- Double check your permits to ensure rules and restrictions are followed.
- Map out your site
- Do a walk through the day before to avoid surprises
- Monitor the weather
- Have a contact list of where people are

## **Volunteer Thank you**

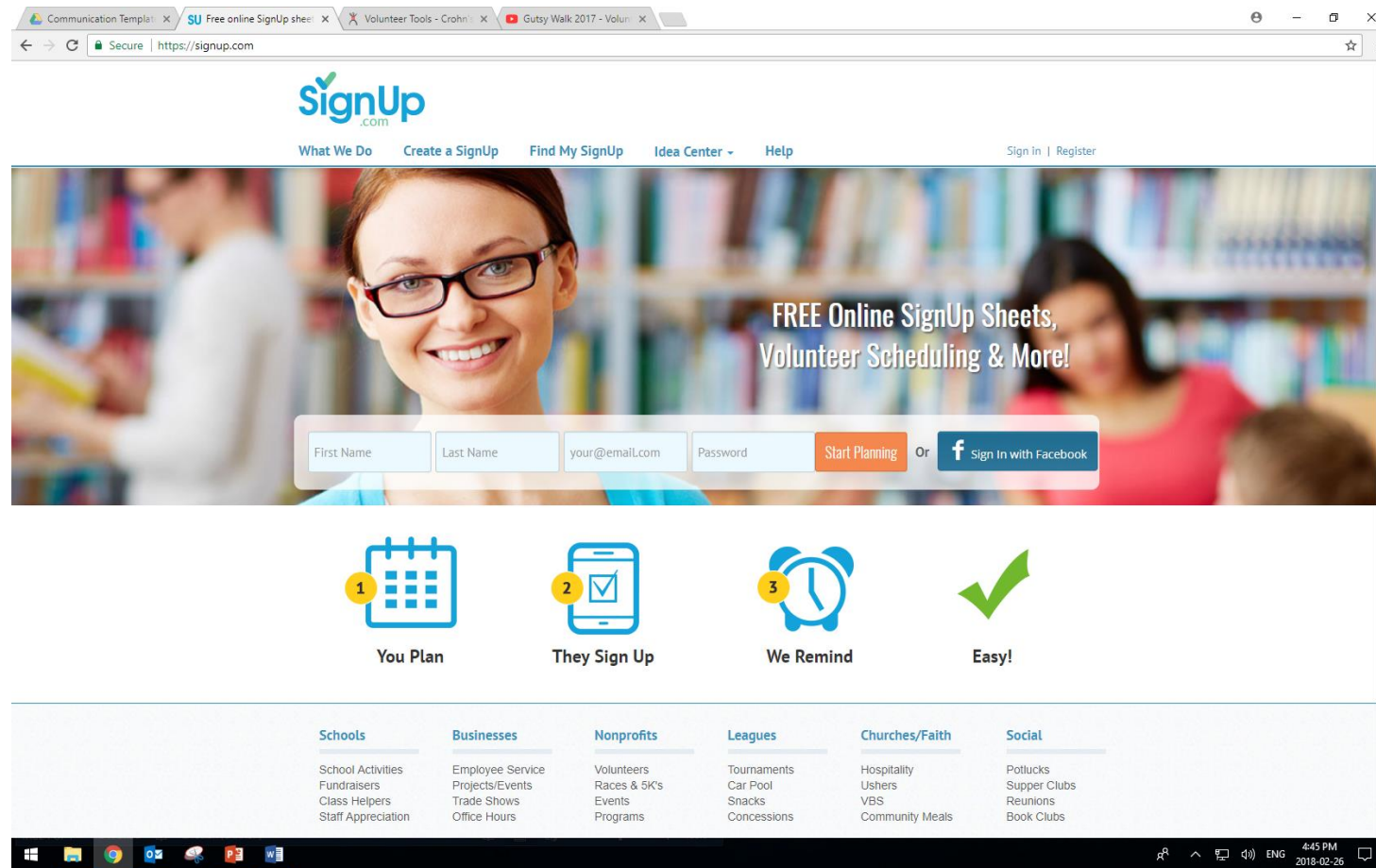
- Send a thank you note to all volunteers
- Provide the sign-in list of volunteers to your DC so the Volunteer Engagement Team can update our records
- The Gutsy Walk team will be sending a thank you note to all our Gutsy Walk volunteers as well as a volunteer experience survey



# | Resources

**[crohnsandcolitis.ca](http://crohnsandcolitis.ca)**

# Free online scheduling tool: SignUp.com



The screenshot shows the SignUp.com website in a web browser. The browser's address bar displays "https://signup.com". The website's header includes the "SignUp.com" logo and navigation links: "What We Do", "Create a SignUp", "Find My SignUp", "Idea Center", and "Help". On the right side of the header, there are links for "Sign In" and "Register".

The main content area features a large banner image of a smiling woman with glasses in a library setting. Overlaid on the right side of the banner is the text: "FREE Online SignUp Sheets, Volunteer Scheduling & More!". Below this text is a registration form with the following fields: "First Name", "Last Name", "your@email.com" (placeholder for email), and "Password". To the right of these fields is an orange "Start Planning" button. Further right is a link that says "Or Sign In with Facebook" with a Facebook logo.

Below the registration form, there is a four-step process diagram:

- 1 You Plan**: Represented by a calendar icon.
- 2 They Sign Up**: Represented by a smartphone icon with a checkmark.
- 3 We Remind**: Represented by an alarm clock icon.
- Easy!**: Represented by a green checkmark icon.

At the bottom of the page, there is a grid of categories with sub-items:

Schools	Businesses	Nonprofits	Leagues	Churches/Faith	Social
School Activities	Employee Service	Volunteers	Tournaments	Hospitality	Potlucks
Fundraisers	Projects/Events	Races & 5K's	Car Pool	Ushers	Supper Clubs
Class Helpers	Trade Shows	Events	Snacks	VBS	Reunions
Staff Appreciation	Office Hours	Programs	Concessions	Community Meals	Book Clubs


The Windows taskbar at the bottom shows the time as 4:45 PM on 2018-02-26.



<https://signup.com>


# Volunteer Hub

SharePoint Search this site

 Crohn's and Colitis Canada  
Crohn et Colite Canada

## Crohn's and Colitis Canada Volunteer Hub

About Us Training Files & Forms




Learn more →

**MAKING A DIFFERENCE**

### About Crohn's and Colitis Canada

Crohn's and Colitis Canada is the only national, volunteer-based charity focused on finding the cures for Crohn's disease and ulcerative colitis, and improving the lives of children and adults affected by these diseases.

SharePoint Search

 Crohn's and Colitis Canada  
Crohn et Colite Canada

## Crohn's and Colitis Canada Volunteer Hub

About Us Training Files & Forms

Sync Add shortcut to OneDrive Export to Excel Automate Integrate ...

### Documents

	Name ▾	Modified ▾	Modified By ▾
Folder	Retention Call Lists	December 23, 2021	JIG ADMIN
Folder	Social Media Assets	December 23, 2021	JIG ADMIN
Folder	Sponsorship Packages	December 23, 2021	JIG ADMIN
Folder	Volunteer Tools	December 23, 2021	JIG ADMIN

**[crohnsandcolitis.ca](https://crohnsandcolitis.ca)**



## Resources We're Providing:

- COVID-19 Safety Plan
- In-person Event Standards
- Event Standards Key Messaging for Volunteers
- Logistics Checklist
- Registration Documents & Instructions
- Shot List for Photographers
- Waiver for Non-Registered Participants
- Accident & Incident Form

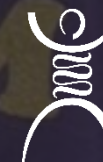
## Resources We're Providing:

- Pinnies, lanyards and nametags for event day volunteers.
  - These will be in your registration packages.
- A brief description of event day roles in the Logistics Checklist
- Orientation overview and script
- Volunteer thank you script
- Recruitment resources and support (please ask your DC)
- Letters confirming proof of hours
- If there is anything else you need, please let your DC or us know!



**Thank you**

**[gutsywalk.ca](http://gutsywalk.ca)**



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