



**Share
the Journey**



**Development
and Peace**
CARITAS CANADA

Health and safety

Things to consider when organizing your walk

Ensuring your event is safe and eco-friendly

Thank you for organizing a walk for Development and Peace – Caritas Canada. Read on to find out how to ensure your event is both fun and safe.

What do I need to consider for an outdoor event?

Make sure to have an alternative plan in the event of severe weather.

In the event of hot weather, advise attendees to bring water, wear sunscreen and appropriate clothing: sun hat, sunglasses, etc. Perhaps have some sunscreen available at the event for attendees to use. In the event of cold or rain, advise them to dress warmly, or carry raincoats and umbrellas.

If people are arriving by car, make sure you consider how to avoid traffic.

Do I need a first aider at my event?

For small events or for events with low risk of injuries ensure that someone is responsible of safety and security with access to a First Aid kit and a cell phone in case of an emergency. If you feel a first aider should be present, organizations such as [St. John Ambulance](#) can help provide trained volunteers.

Licences and permissions

Do I need to obtain any permissions for my event?

Please check with your local authorities to verify if permission is required to hold your event. For example, when organizing a walk, you must generally inform the local police and/or authorities of the proposed date, starting time, route and the name of one organizer of the event a couple of weeks before the event is set to take place.

If the event is being held on private property, organizers must get permission from the owners.

The permission or license you receive may stipulate a maximum number of participants. Verify with the appropriate authorities if this is the case and make sure that this number is not exceeded.

If your local authorities or the property owner provide local guidance or site-specific information, please ensure that this is followed.

What do I do if I need proof of insurance from Development and Peace?

If authorities require a proof of insurance from Development and Peace for your event, please contact your local animator or write to walk@devp.org.

Food and drink

Since climate change is one of the root causes of forced migration, it is important to organize fair and eco-friendly events. Try to make choices that will allow you to organize, as much as possible, an event that is as 'zero-waste.'

Should I serve food at my event?

If you will be selling or handling food during your walk, please make sure to do so safely. Here are some simple tips:

- Wash your hands and any equipment you are using in hot soapy water.
- Keep food out of the fridge for the shortest time possible.
- Consider food that does not need to be refrigerated such as apples or granola bars.
- Do not use food past its expiration date.
- Know what is in the ingredients and provide visible information about allergens (e.g. provide a 'contains nuts' label for cakes). Only label food as nut free if you are 100% sure that this is the case.

Should I have drinks or water accessible?

When inviting participants to the walk, suggest they bring their own reusable water bottle to avoid using plastic water bottles. Consider having your walk pass by a park with access to a water fountain.

If your walk is long, you may want to consider having water stations at the starting, finishing and mid point where people can refill their bottles and or drink water from paper cups. Volunteers can help with the water stations.

Fundraising for your walk

How can I get people to sponsor my walk and collect donations for Development and Peace?

If you would like people to sponsor you, please create your own online Fundraising Page by visiting our website at devp.org/walk. This will allow your supporters to make secured online donations and you will be able to monitor your fundraising progress in real time. For offline donations, please use the [Fundraising Forms for the Walks](#). These forms ensure that we receive accurate data so that we can issue a tax receipt to donors who have asked to receive one (for donations of \$10 or more).

If you need to collect personal data during your event (e.g. names, email addresses), this information must be kept safe at all times. You should not share personal details with others without permission.

What should I consider when collecting and handling cash:

- Have a secure place to keep the cash, *e.g.* a lockable cash box.
- Do not leave cash unattended.
- When counting cash have another person with you to verify and witness the amount.
You should record the details of your cash count and both sign it.

How do I send the money I've raised to Development and Peace?

Please refer to the [Fundraising Forms for the Walks](#): mail the Organizer's report, donation forms and cheques/money orders to:

Share the Journey
Development and Peace – Caritas Canada
1425 René-Lévesque Blvd. West, 3rd floor
Montreal QC H3G 1T7

- Do not send cash by mail. Tally the cash donations and send the total amount by cheque or money order.
- Make your cheque or money order payable to Development and Peace and make sure to indicate the cheque or order number in the space provided in the organizer's report form.