



Minimum Standards

This document serves as a summary of the minimum standards expected across the Walk To Make Cystic Fibrosis History events.

Purpose of standards

- Support growth while ensuring we provide a safe environment for volunteers and participants.
- Reduce potential risk for participants, volunteers, and Volunteer Walk Coordinators.
- Assist CFC Walk Leads as they develop their plans to help manage and sustain growth.
- Create an environment where Volunteer Walk Coordinators are provided with information that guides their decisions when faced with unexpected circumstances.
- All standards apply to all walk sites except when identified as Feature or Community Walk

General

- Each Walk must host their Walk on the last Sunday of the month of May.
- Each Walk must support a fundraising goal. A plan of raising a minimum of \$5000 fundraising revenue is required.
- Each Walk must be hosted annually, unless otherwise determined with CF Canada.
- Hosting of a Walk must be confirmed before March 1 to be publicly announced.

Finances (money handling)

- Each Walk site must identify one Finance Lead, to attend the finance training in May, before Walk Day.
- All funds collected on site will be deposited on the night of the walk – The last Sunday of the month of May at the local RBC branch.
- Walk lead will be provided with a key request letter for RBC night deposits at their local branch.
- Walk leads will use the pre-provided, pre-paid envelope from CFC to submit pledge forms and any additional paperwork required back to CF Canada Toronto office.



Site and Route

- Routes must be a minimum of 1KM. If your location is too small for 1KM path, do multiple loops. You can name each loop to make it more fun.
- Inspection / route checks on morning of event (walk/drive site to check for hazards, construction or changes).
- Identify emergency exits, entry and egress points for event site.
- Confirm location of washrooms and first aid kit.

Volunteers

- Provide a rest area and snacks/water for volunteers.

Sustenance

- Water must be available for all participants, staff and volunteers on site.
- Ensure all food being served is peanut and tree nut free and has not been manufactured in a facility that also works with nuts.

Materials and Signage

To provide a consistent Walk experience with appropriate Cystic Fibrosis Canada branding, signage will be designed centrally and disseminated in May. Signage will be available in English and French.

Any local sponsorship, site maps and event day programs should be created and printed **locally**.



Signage/Material Minimum Standards:

ALL FEATURE SITES should set up:

- KM marking (every 0.5km, up to 5km)
- 8' CF Canada branded tear drop flag (2 sided)
- CF Canada Lawn Signs Signs (Impact Statements)
- Team Captain Buttons (list of who receives them on registration list)
- Walk Jr. Capes (for all children, registered or not)
- National Sponsor Signage in A-Frames (Vertex, Carstar, (LMP for Quebec))
- CF Canada Tent and Tablecloths
- "I'm Walking For" stickers
- Walk welcome banner
- CF Canada Logo Flag

ALL COMMUNITY SITES should set up:

- 8' CF Canada branded tear drop flag (2 sided)
- CF Canada Lawn Signs Signs (Impact Statements)
- Team Captain Buttons
- Walk Jr. Capes (for all children, registered or not)
- National Sponsor Signage in A-Frames (Vertex, Carstar, (LMP for Quebec))
- "I'm Walking For" stickers
- Walk welcome banner
- CF Canada Logo Flag

Fundraising

- Each Walk site must have a minimum of one fundraising activations (ex: 50/50, raffle, silent auction, games, DJ requests, etc)



Waste Management and Sanitation

- Ensure that hand sanitizer stations are available at your walk site at: registration and food stations.
- As the environment becomes an increasingly important issue to participants and local officials, it is important to have a waste management plan in place for recyclable materials and waste.
- Please ensure that you are aware of local regulations and that your site proactively manages recycling and garbage as per local municipality requirements. Failure to do so could result in fines or damage future events.

Registration

- Ensure that a volunteer supports flow of participants during registration process to ensure no paths/entry/exits are blocked.
- Ensure that anyone identified as living with CF is identifiable with a branded bandana or special item.

Insurance & Permits

- Each walk site is required to hold valid insurance for their event. A printed copy should be onsite with the walk coordinator.
- Establish if a permit is required for local event – and apply to city if required. Ensure copies of permits are printed and onsite for inspection.
- If food is being served, contact your local health authority to ensure proper temporary food service permits are in place.



Privacy (donor and participant data)

- All participant and donor data (related to registration) must be kept securely and confidential. This should not be shared widely onsite.
- After the walk, these documents should be sent back to CFC.
- Any donation reports pulled from CrowdChange and distributed by CFC staff or volunteers should not be distributed to all volunteers/committee members. Only those who previously signed CFC privacy policies are privy to such information.
- Anyone handling these reports must sign a confidentiality agreement in advance.

Entertainment

- On site entertainment should be safe and appropriate for public viewing.
- All entertainers must insure their own equipment.
- High risk activities must be discussed with CFC to ensure suitable/in line with infection control policy (i.e bouncy houses).

Emergency plans (risk mgmt.)

- Risk Management process must be followed at all event sites – this includes creating an Emergency Lead as well as reviewing weather at your site and ensuring volunteers use incident forms.
- ALL Risk Management documents can be found here: [Risk Management](#)
- First aid attendant or security is not mandatory, unless specified by your site.