

Pioneer Clubs® Kids for Kids Hike

Coordinator Planning Checklist

6 months before the Hike:

- Visit www.pioneerclubs.org or contact Pioneer Clubs to get forms and information about hiking.
- Get permission from your church to participate in the hike.
- Put the hike date on your club calendar.
- Consider selecting a committee to do the hike planning.
- Consider inviting others to hike with your group—your pastor, parents, members of the congregation, or other Pioneer Clubs.
- Contact Pioneer Clubs to let us know you are hiking. Email devinfo@pioneerclubs.org or call 800.694.2582 (CLUB) ext. 5729.

4 months before the hike:

- Determine specifics about your hike:
 - type of hike
 - hike's length, based on the age of participants.
 - time of day to hold the hike.
 - hike location
- Plan your hike route to include rest areas with washrooms,
- Notify police, park district officials or school administrators, if necessary. (Check local rules.)
- Hike the route determine route's level of safety. Be aware of any potential challenges hikers with mobility issues might encounter
- Estimate number of children you expect to hike.
- Determine the number of adults needed (1 for every 6-8 hikers recommended; more for younger children). Begin enlisting their help.
- Plan to carry along water (and perhaps snacks) for the hikers. Consider having a meal after the hike. Plan for trash disposal, if needed.
- Prepare to handle emergencies. Make a list of all volunteers' cell phone numbers.
- Determine how you'll transport hikers to and from the hike location.
- Decide how to use the Hike Day Plan on hike day.
- Order Kids for Kids Hike T-shirts from www.pioneerclubs.org for participants.

1 month before the Hike:

- Inform club leaders, club members, and parents of hike plans (letters, information meeting, etc.).
- Place Hike Announcement in the church bulletin and on the website.
- Download and distribute FREE Kids for Kids Hike poster throughout your church and community.
- Complete the online Press Release form and send it to local newspapers, TV stations and radio stations
- Distribute copies of forms to hikers:
 - Permission Slip with attached photo release form
 - Hike Sponsor Forms with envelope for collecting donations
 - Thank-You Receipts
 - Hiker Planning Checklist.
- Prepare Adult Hiker Packets, and give them to adult helpers.
- Assign hike groups, with at least 1 adult for every 6-8 children.
- Arrange for someone to take photographs on hike day.
- Prepare a first aid kit for the hikers.



continued →

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Coordinator Planning Checklist continued

1 week before the Hike:

- Make a checklist of items needed for hike day
- Collect from participants:
 - Permission Slips with photo release forms
 - Hike Sponsor Forms and donations
- Hand out hike T-shirts to participants.
- Call all adult helpers to review responsibilities and check on supplies they are assigned to bring.
- Prepare an alternate plan in case of inclement weather
- Download a Certificate of Participation for each hiker and a Certificate of Appreciation for each adult.

HIKE DAY!

- Follow your Hike Day Plan.

IMMEDIATELY after the Hike:

- Thank all who participated.
- Download and complete the Hike Report.
- Write one check for all cash collected.
- Send your completed Hike Report, all Hike Sponsor Forms, and all checks to
Pioneer Clubs, PO Box 788, Wheaton IL, 60187-0788.
- Optional: Send photo release forms and digital photos of your hike to post on Pioneer Clubs' website .

