

Hike Application

Thank you for taking steps to help refugees in the care of UNHCR. To apply as a registered event with Hike to Help Refugees, please fill out the following and return to margarethahn@hiketohelprefugees.org as early as possible.

1. Hike director's name, address, phone and e-mail.
2. Name of supporting organization.
3. Name of designated on-site first aid person for your event.
4. Where specifically - start to finish - will your hike take place?
5. Date and time frame of your event.
6. Please share your special plans.
7. Thank you for supporting UNHCR. What has inspired you to take on this project?

After the Hike Report

Complete and e-mail* this report within a week following your event.

1. Please send us a good photo from your hike. Identify anyone in the photo and identify photographer.
2. How many people participated?
3. How much did you raise?
4. Did you have costs to promote or carry out your event?
5. How did you cover these expenses?
6. What specific tactics helped make your hike a success?
7. What are you *not* going to do again? Why?
8. If you have any interesting stories from your event or additional comments or suggestions, please tell us about them here.
9. If you plan to make this an annual event, it is not too early to schedule next year's hike with us now.

***Send registration report to:**

margarethahn@hiketohelprefugees.org

You can Take Steps

in your town to help refugees
around the world

Here's How



USA for
UNHCR
The UN Refugee Agency

Organizing Your Hike

1. Educate yourself about the work of UNHCR and Hike to Help Refugees.

USA for UNHCR is a non-profit 501(c) (3) humanitarian organization. It will provide educational materials to hike directors.

USA for UNHCR
1775 K Street NW Suite 290
Washington DC 20006
1-800-770-1100
www.unrefugees.org

Hike to Help Refugees is a non-profit 501(c) (3) organization run by volunteers. Our mission is to support the work of UNHCR. We will help you by posting your hike on our website, sharing our experiences and literature.

Hike to Help Refugees
P.O. Box 212
Pacific Junction IA 51561
712-527-5521
www.hiketohelprefugees.org
margarethahn@hiketohelprefugees.org

2. Identify and organize a community to support your efforts.

Hike to Help Refugees was started by a yoga teacher and her community of other teachers, students, family, friends and neighbors. A woman in Toronto holds a hike with friends. A fraternity hosts a hike in Des Moines, Iowa.

Houses of worship, peace groups, refugee organizations and college campuses are all ideal communities from which to gain support and hikers.

3. Get the word out.

Word of mouth is always the best. Be creative with local media and the internet.

4. Choose whether to hold a day, weekend or weeklong hike.

Then, meet with the hiking trail board or city planning board months in advance. Wait for permission before scheduling your event.

5. Check with the Chamber of Commerce

in your community for other possible events that may conflict with the dates you are considering. Include a rain date in your planning. Unlike the refugees on whose behalf we walk, we can at least try to plan around the weather.

6. Stick to established hiking trails.

If you do hike on sidewalks through your town or city or on roads from town to town, work with the safety council through your community's police or sheriff's department.

Administration Details

Hike application. Once your hike application (*see next panel) has been reviewed and you have received a “go ahead,” we will contact you and your event will be listed on our website as a Hike to Help Refugees’ event. Then, the following procedures should be attended to:

1. T-shirts. Hikes registered by May 15, 2011 will be included in the artwork on our t-shirts. We will e-mail you the artwork for printing shirts. Purchasing and printing t-shirts will be your responsibility.

2. Hiker Registration. Hike directors are responsible for registration of hikers. Hike to Help Refugees' 2011 registration brochure is posted on our website. You are welcome to use it as a guide for organizing your registration procedures.

3. Agreement Release and Waiver of Liability. Download the “Agreement of Release and Waiver of Liability” form at www.hiketohelprefugees.org/contact-us. Revise it to reflect the name of your hike. Each hiker **must** fill out and sign this before the start of the event. The signed forms are the responsibility of the hike director, keep them with you during the event.

4. Hiking for Emergency Relief Services.

100% of the sponsorship money will be used to provide emergency relief services such as protection, shelter, water, food and sanitation.

We encourage each hiker to raise a minimum of \$80, per hiking day. Many companies have matching funds for projects such as this. Suggest your hikers look into this possibility through their employer.

5. Donations. Donor checks are made payable to “USA for UNHCR”. Please send them by **Fed Ex** to USA for UNHCR, 1775 K Street NW Suite 290, Washington DC 20006. Write the name of your event on the memo line of each check.

6. Credit Card Donations. Hikers and donors may also pay by credit card at www.unrefugees.org, clicking on the donation button.

7. Questions/Suggestions. Please contact Margaret Hahn at margarethahn@hiketohelprefugees.org.