



Thank you for your interest in volunteering at the 2010 Green Bay Polar Plunge!

The event can only be successful with the donation of your time. Below you will find a general job description of volunteer positions available. If you can help out, please submit the volunteer application by email to [kwalker@specialolympicswisconsin.org](mailto:kwalker@specialolympicswisconsin.org), by fax to (920) 497-0126 or mail to: Special Olympics Wisconsin, Attn: Plunge Volunteer, 2140 Holmgren Way, Green Bay, WI 54304

**EVENT SET-UP: Friday, Feb. 26 2:00 p.m. – 5:00 p.m.**

*Help prepare for the event by setting up tables, chairs and garbage cans. Assist in the set-up of the registration, raffle and souvenir tables. Hang banners and signs both inside and outside.*

**REGISTRATION FLOW: Saturday, Feb. 27 8:30 a.m. – 12:00 p.m.**

1. Registration Line *Ensure that event participants have their necessary forms filled out before they reach the registration tables.*
2. Line Director *Direct event participants to open registration stations.*

**REGISTRATION: Saturday, Feb. 27 8:30 a.m. – 12:00 p.m.**

1. Cash Handler *Verify online pledges received and cash/check pledges. MUST BE A REGISTERED CLASS A VOLUNTEER WITH SPECIAL OLYMPICS WISCONSIN! For more information, please call Kathy at (920) 497-2422*
2. Forms *Document required information from event participants. Distribute release of liability waivers to event participants.*
3. Incentive Runner *Distribute incentive prizes and goodie bags to event participants.*

**DATA ENTRY: Saturday, Feb. 27 8:30 a.m. – 12:30 p.m.**

*Enter participant data into spreadsheet. MUST BE PROFICIENT AND EXPERIENCED WITH MICROSOFT EXCEL!*

**SECURITY/TRAFFIC FLOW: Saturday, Feb. 27**

1. Tents 9am – 3pm  
*Ensure privacy/safety at entrance to changing tents and “plunger only” areas. OUTSIDE*
2. Plunge Chute 11:30am – 3pm  
*Keep the plunge chute clear for those coming out of the water. Help to ensure teams are plunging at the correct times. OUTSIDE*
3. Plunge Hole 11:30am – 3pm  
*Ensure participant and spectator safety near the water. Work with VIP judges. Assist plungers out of the water. OUTSIDE*

**RAFFLES: Saturday, Feb. 27 9:00 a.m. – 4:00 p.m.**

*Sell raffle tickets, answer questions about packages, keep area clean. Capture raffle winner's information as needed.*

**SOUVENIRS: Saturday, Feb. 27 8:30 a.m. – 5:00 p.m.**

*Sell event souvenirs and keep area clean.*

**GAMES: Saturday, Feb. 27**

1. Sumo Wrestling 12:30pm – 5pm  
*Set-up area. Distribute waivers for participants to sign. Collect fees. Assist participants with suits. Act as a game referee.*
2. Carnival Games 8:30am-5pm *Collect fees and distribute prizes as needed.*

**VOLUNTEER REGISTRATION: Saturday, Feb. 27 8:00 am– 2:00 pm**

*Assign and direct volunteers to their appropriate area and supervisor. Hand out volunteer t-shirts and job descriptions.*

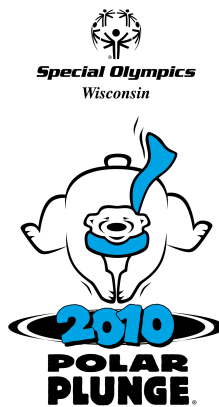
**MISC./RUNNERS: Saturday, Feb. 27 9:00 a.m. – 5:00 p.m.**

*To include: Helping with food, filling in at other volunteer sites, trash removal and general housekeeping, etc. MAY BE INSIDE OR OUTSIDE!*

**TAKE-DOWN: Saturday, Feb. 27 3:00 p.m. – 6:00 p.m.**

*Break down tables; box up event materials, load truck.*

Please note: All times are approximate.  
For additional information, please call (920) 497-2422  
or email [kwalker@specialolympicswisconsin.org](mailto:kwalker@specialolympicswisconsin.org).



Freezin' For A Reason