

Volunteer Info

We have three main goals for this event:

- 1) To have fun
- 2) To keep the kids safe
- and 3) To raise money for Special Olympics.

Listed below are the volunteer detailed descriptions to make this event a success.

Race Registration

Some volunteers will be at the table seated and some will be "runners" to gather goodie bags, t-shirts, etc.

You'll be the first ones to greet the kids!

- Check them in (list will be provided)
- Give out race numbers
- Give out goodie bag
- T-shirts
- Answer questions
- Get 'em excited.

The required registration fees are \$15 per child for the first two children registered and \$10 for each additional child.

(Information will be provide day-of; on money handling, paperwork, etc)

All must have a signed waiver signed...no exceptions. Waivers are available the day of as well.

Registration Worker Script/task list:

*"Hello and welcome to the Great Wisconsin Credit Union DuRunRun!
Have you already pre-registered online or are you registering today?"*

If they've pre-registered:

***"Could I please have your last name so I can look you up in our records?"
There you are Jimmy. Do you have any extra money to turn in this morning? Great job raising money for Special Olympics!"***

Fill in rest of Registration form: pledges day of, total pledges, check incentive earned, check bottom boxes based on completion. Get them their race number, goodie bag, and staple all waiver, reg form, and any possible extra paperwork together and put into the completed box

"Great you're all set! Here is your gift bag and t-shirt. Your race starts at _____. Please take your bike to the designated transition area about 10-15 minutes prior to the event. You will find both large maps and small maps at the next table down. When the kids are finished with the race, please bring them to the finish line podium area for their ribbon. Enjoy the activities until then. Have fun!"

If they are registering the day of:

Some will have brochures some will have nothing. Fill out the entire blank paper registration form by getting the info off of their brochure or by asking them their info.

“Could I please have some information from you and any money you have to get you finished registering? Thank you!”

Get them their race number, goodie bag, and staple all waiver, reg form, and any possible extra paperwork together and put into the completed box.

“Great you’re all set! Here is your gift bag and t-shirt. Your race starts at _____. Please take your bike to the designated transition area about 10-15 minutes prior to the event. You will find both large maps and small maps at the next table down. When the kids are finished with the race, please bring them to the finish line podium area for their ribbon. Enjoy the activities until then. Have fun!”

Parking Patrol

Provided it doesn't rain, cars will be parking on the grass at the entrance of the park and they will need to be directed into rows. If the grass is muddy, cars will need to be directed to street parking. Sandwich board signs will be provided for 2009, but direction is still needed for cars to get to the right spots. Check in first with registration to receive your flags for directing traffic into spots.

Food Service

We'll have drinks to hand out to the racers all day long. Have them grab what they need. If we get low on water tell an organizer ahead of time so they can get more water if needed. Also refill the containers of drinks with ice as need be.

Please attempt to limit drinks to ONLY participants (kids). If parents need something to drink they can purchase soda/water from Milios 11am-1pm or else there is a water fountain. If someone older REALLY wants something than just give it to them. We just are trying to attempt to limit it to only the kids that will be running.

Balloons

Blow up the DuRunRun balloons, tie string to them, and pass them out to the children.

Race Patrol

Patrols will have assigned spots for each age group race. You will need to point out course routes, warn to dismount the bike or make sure helmets are strapped on, depending on your position. Report in at shelter area and await assignments from traveling golf carts on where you will be.

Finish Line

We will not be timing the kids, but just tracking 1st, 2nd, 3rd and so on. All you need to do is tear off the rip strip on their race number and stack them on a peg in the order the racers come in. If you have nimble fingers and can give out "high fives", you'll do just fine. Hand them waters and get them up on the platforms for pictures and medal/ribbon ceremony. Brenden Connelly will announce the three winners so please have those names ready for him when he arrives on his golf cart.

Check in with the main shelter and then proceed to the finish line area. Permanent vols will be on site there to assist.

Race Results

Assist finish line volunteers with tracking the 1st, 2nd, 3rd and so on. Hand out waters and shuffle children to podium area for pics.

Clean Up

Nothing too glamorous here, but we promise to provide good tunes, and beverages!