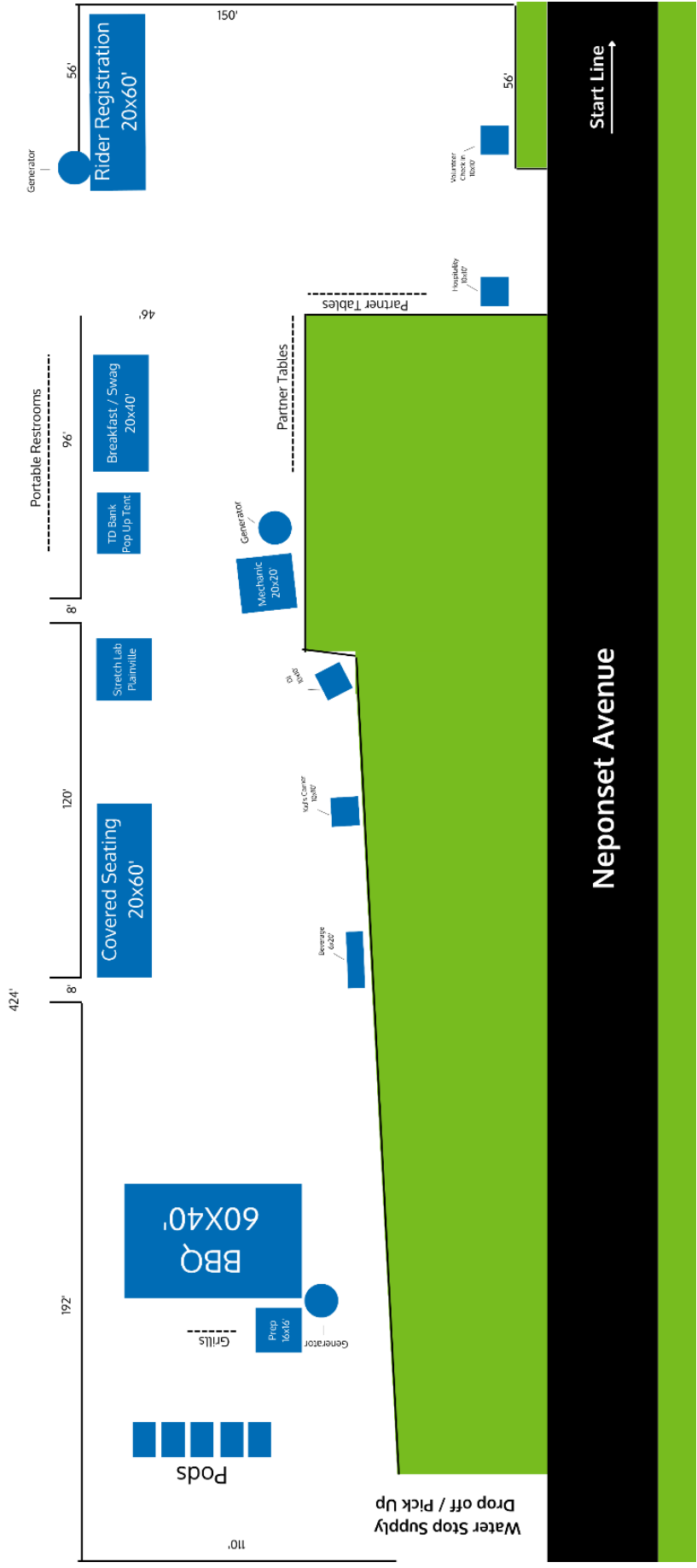




2024 Ride for Kids Volunteer Roles



HQ SITE MAP



ROAD CREW GUIDELINES

1. Your radio and other equipment **must** be signed out from Communications in the morning before departing and must be signed back in when you return in the afternoon on **both Friday and Saturday**. **Do not** leave your radio at Communications without having someone sign for it. **Do not** keep your radio overnight.
2. Remember to turn in your vehicle keys to the Road Crew captain on Friday when you return from marking the route. All Road Crew vehicles and keys **must** remain at Rodman For Kids (10 Lincoln Road) overnight – unless it is your own vehicle.
3. Bring a cooler.
4. Follow the rules of the radio. Please only initiate conversation if there is a problem or concern. Always be aware of what is being said on the radio – (a) in case someone is calling you; (b) in case you can help out with a given situation/problem; (c) so that you will be less likely to interrupt a conversation.
5. Decision making responsibilities are as follows:
 - Road Crew Captain: Kevin Latina
 - Communications Coordination: Ron Ardine
 - HQ Coordination: Amy Rossman, Jessica Feenan, and Marisa Collins
6. Please review your **EMERGENCY PROCEDURES** below. It is essential that you be familiar with the location of emergency facilities in route.
7. Be pro-active in caring for rider's needs. Watch for exhaustion and similar concerns, which might sneak up on a rider. Let's take good care of them and be a very **visible and audible sign of support**.
8. Please check in with the Road Crew captain at the end of your assignment to see if there is anything you can assist with.
9. Do not assume that you will be using the same vehicle on Saturday that you used on Friday –please remove all belongings from the vehicle you use on Friday.
10. In case of emergency or urgent need and you have been unable to reach Communications on your assigned band, there will be a second radio band available. This band is used by HQ staff (in order to help keep the airwaves as free as possible). Please **do not** use this option unless it is urgent. This is **not** intended to be a second band for general use.

ROAD CREW – COMMUNICATIONS & RADIO USE

You will need to know your section of the route *literally* backward and forward!

Road Crew receives direction and instructions primarily from the Road Crew Captain. Although it is the job the Communications Coordinator and his team to relay requests to the Road Crew from HQ, the HQ Coordinators are also authorized to make requests.

IMPORTANT: Road Crew must not accept requests or direction from anyone other than those listed in above. In the event that other requests are made of you by someone not listed above, you **MUST** contact the Road Crew Captain to confirm the request, and your availability to carry it out.

The two-way radios you will be using are for official use only. **DO NOT** use these for social conversation. Please keep the airwaves as clear as possible by using the following two rules of thumb: speak only **(1) if there is a problem or concern, or (2) if you are responding to an inquiry from the Road Crew Captain, Communications Team, HQ or a Waterstop.**

PLEASE KEEP IN MIND THAT ALL ROUTE-BASED RADIOS ARE ASSIGNED TO ONE CHANNEL WHICH MEANS ONLY ONE CONVERSATION CAN TAKE PLACE AT A TIME. KEEP CONVERSATIONS BRIEF & PURPOSEFUL.

WATERSTOP OVERVIEW

WS#	HOST PARTNER	TOWN / LOCATION	ROUTES SERVED (MILE MARKER)	# RIDERS SERVED (BASED ON 600 RIDERS OVERALL)	HOURS OF OPERATION
1	Big Brothers Big Sisters of Central Mass	<i>Sharon</i> Memorial Park Beach	25 (mile 12.7) 50 (mile 12.7)	600	8:00am- 12:30pm
2	Boys & Girls Clubs of Metro South	<i>Taunton</i> North Taunton Baptist Church	50 (mile 26.8)	250	10:00am- 12:30pm
3	South Boston Neighborhood House	<i>West Bridgewater</i> Cowlicks & Pigtales Preschool	50 (mile 40.5)	250	10:00am- 2:30pm

SHORTCUT DIRECTIONS FROM HQ-WATERSTOPS

HQ > WS1 (Memorial Park Beach, Sharon)

Turn left on Mechanic St. (turns into S. Main St.)	4.2 mi
Turn right on Foxboro Rd.	144 ft.
Take a quick left onto Gunhouse St.	.5 mi
Turn left onto Beach St.	.2 mi

HQ > WS2 (Cowlicks & Pigtails Preschool – 395 West St. West Bridgewater)

Turn left onto Mechanic St.	.4 mi
Turn right onto Chestnut St.	.8 mi
Turn left onto Cocasset St. (Becomes East St, then Franklin St.)	2.6 mi
Turn left onto Maple St. (turns into Rockland)	2.9 mi
Turn right onto Bay Rd.	1.4 mi
Turn left onto Cross St.	.3 mi
Turn left onto Rte. 123	1.1 mi
Take right onto Purchase St.	.4 mi
Turn right to stay on Purchase St. (turns into West St.)	2.2 mi

HQ > WS3 (North Taunton Baptist Church – 1940 Bay St, Taunton)

Turn right on Mechanic St.	.5 mi
Go around the rotary and take your 5 th exit onto Central St, Rte. 140S (Becomes Commercial St.)	1.4 mi
Take Rte. 95S toward Providence	1.7 mi
Take 12A for Rte. 495S toward Cape Cod	8.4 mi
Take exit 25 for Bay St. toward Taunton	.7 mi

VOLUNTEERS - FRIDAY SET-UP

Overview

Prepare HQ site for event day

Friday Number of Volunteers: 30+

Time: 10:00am-4:00pm

Special Requirements

- Some volunteers with the ability to lift heavy boxes/items required
- Some volunteers with ability to stand for majority of shift are required.

Specific Tasks

- Sorting and folding Rider and volunteer t-shirts
- Setting up tables and chairs under tents
- Hanging signage and decorating
- Preparing rider registration packets
- Folding rider cue sheets
- Warehouse organization & inventory
- Sorting t-shirts for Water Stops
- Pick-ups and deliveries as needed
- Other task as needed

VOLUNTEERS - WAREHOUSE

Overview

Inventory, prepare and distribute supplies. Ensure that all waterstops depart with all necessary food, beverage and supplies, and that all units are off-loaded at the end of the day. Organize and keep inventory of all supplies during and at the conclusion of the event.

Friday Number of Volunteers: 3

Time: all day

Special Requirements

- Ability to lift heavy boxes/items

Specific Tasks

- Receive, confirm inventory, and track all deliveries to warehouse
- Move lunches for road crew from refrigerator truck to communications
- Organize and mark items for distribution to water stops, mobile units and tents (tables, food, drink, signs, paper goods, first aid kits, trash bags, etc.)

Saturday Number of Volunteers: 3-5

Time: 6:00am until end of clean-up

Special Requirements

- Ability to lift heavy boxes/items

Specific Tasks

- Move lunches for road crew from refrigerator truck to communications
- Maintain communication with event managers regarding low inventories or other issues
- Work with Ride HQ and captains to coordinate transfer of items from one location to another as necessary
- Document quantity of items returned from each water stop/mobile unit
- Create inventory of all remaining items at the end of the day
- Load all supplies onto PODS or truck for shelter delivery at end of day.

VOLUNTEERS – COMMUNICATIONS

Overview

Maintain and ensure effective communication between all event managers and, primarily, the road crew and start line.

Saturday **Number of Volunteers:** 2-4

Time: 6:30am – 3:00pm

Specific Tasks

- Distribute 2-way radios to volunteer captains other designated staff
- Track radio distribution/who has equipment
- Serve as a primary point of contact at HQ for emergencies
- Seve as a liaison between the Road Crew and HQ
- Communicate any concerns or issues with appropriate volunteer captains
- Track location of lag vehicles
- Pack up all radios and equipment at the end of the day and return to ride office ready to ship.

VOLUNTEERS – PARKING HOSPITALITY

Overview

Serve as the first point-of-contact for riders, volunteers and guests. Provide a warm welcome and instructions for getting to registration.

Saturday **Number of Volunteers:** 8

Time: 7:30am-11:30am

Special Requirements

- Ability to stand for duration of shift

Specific Tasks

- Welcome all guests as they exit vehicles and direct them to the pedestrian path/HQ as needed.
- Work in conjunction with professional parking crew from VPNE.
- Assist with directing of cars, only as requested.

VOLUNTEERS – VOLUNTEER TENT

Overview

Serve as a check-in point for all HQ volunteers. Provide hospitality and information to volunteers.

Saturday **Number of Volunteers: 2**

Time: 7:00am-2:30pm

Specific Tasks

- Welcome and check-in volunteers
- Ensure that each volunteer signs a waiver.
- Direct volunteers to their designated tasks/locations.
- Distribute volunteer t-shirts to registered volunteers only
- Ensure HQ Spotters have their assigned location, directions, a cowbell, and a goody bag.
- Ensure finish line cheering volunteers have a cowbell.
- Anticipate unfilled volunteer assignments and take action to fill them by reassigning volunteers, asking other volunteers to take on an extra shift, etc.
- Report potential issues to the appropriate captains or event managers.
- Accurately track and document volunteer attendance. Turn all info into a Ride Manager at the end of the event.

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them under tent for pick-up. Bring linens to Warehouse.
- Return all supplies, boxes, toolkits, etc. to assigned location in Warehouse
- Take down all signs and banners and bring to assigned location in Warehouse
- Put all trash in garbage bag and tie shut. Sweep your tent/area. (Push brooms will be located in Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – HOSPITALITY

Overview

Serve as a central point of information for all Ride participants and guests. Maintain Lost & Found.

Saturday # Volunteers: 4-6

Time: 7:30am – 3:00pm

Specific Tasks

- Provide cheerful greeting to all participants and guests as they arrive and direct them to the appropriate check-in areas and amenities as necessary.
- Provide general event information as requested.
- Direct riders to registration and other locations by standing with signage throughout HQ.
- Maintain lost & found box – turn in all remaining items to Ride HQ after the event
- Communicate concern & issues with event managers as necessary

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them under tent for pick-up. Bring linens to Warehouse.
- Return all supplies, boxes, toolkits, etc. to assigned location in Warehouse
- Take down all signs and banners and bring to assigned location in Warehouse
- Bring lost & found bin to Warehouse
- Put all trash in garbage bag and tie shut. Sweep your tent/area. (Push brooms will be located in Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – BREAKFAST

Overview

Organize and maintain set-up of all food and beverage items in the breakfast tent. Ensure that all riders and volunteers have access to breakfast.

Saturday **# Volunteers:** 6-8

Time: 6:00am – 10:30am

Special Requirements

- Ability to stand for duration of shift

Specific Tasks

- Pick-up coffee, bagels, etc. from Honey Dew donuts no later than 6:15am
- Unload breakfast delivery at HQ
- Work to have tent set-up and ready by 7:30 am
- Replenish food, water, ice, etc. as necessary to ensure there is always enough for all participants and volunteers.
- Maintain neatness/cleanliness of tent
- Prepare all trash and boxes for pick-up by trash team (please break boxes down)
- Anticipate shortages of food/beverage and notify appropriate event manager in a timely fashion.

Closing Down

The breakfast tent will convert to the Rider Swag tent. When you leave your tent/area for the day, the only thing left should be the tables. Clean up tent and return all extra food/beverage to appropriate locations (refrigerator truck, box truck, warehouse, BBQ tent, etc.) as instructed by BBQ Manager.

- Remove and bag table linens and bring to Warehouse.
- Collapse tables & chairs and stack them under tent for pick-up
- Return all supplies, boxes, toolkits, décor, etc. to assigned location in Warehouse
- Take down all breakfast-specific signs and banners and bring them to the assigned location in Warehouse
- Place all trash in garbage bag and tie closed. Sweep your tent/area. (Push brooms will be located in the Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – RIDER REGISTRATION

Overview

Register and collect donations from all riders

Saturday 7:00am – 11:00am

Specific Tasks

- Set up registration stations
- Have registration fully functioning by 7:45am
- Greet and check-in all riders
- Provide riders with bibs and cue sheets for their route
- Direct riders to breakfast, mechanics, and other facilities as needed
- Track all check-ins
- Accept donations & ensure security of all donations

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them under tent for pick-up. Bring linens to Warehouse.
- Return all supplies, boxes, toolkits, etc. to assigned location in Warehouse
- Take down all signs and banners and bring to Warehouse
- Put all trash in garbage bag and tie shut. Sweep your tent/area. (Push brooms will be located in Warehouse. Please return the broom when you are done sweeping.)
- Turn in all donation envelopes, flash drive, and laptop to Jessica.
- The only thing remaining in your tent should be the stacked tables & chairs.

Schedule

7:00am	Arrive & Set up
7:15am	Training
7:45am	Registration begins
9:00am	50-mile Start <i>*After all 50-milers have left, remove all 50-mile cue sheets & extra bibs, and replace with 25-mile cue sheets & extra bibs</i>
10:15am	25-Mile Start
10:45am	Clean-up Registration tent <i>*Do not leave until Registration captain gives permission.</i>

VOLUNTEERS – RIDER REGISTRATION (cont'd)

CHECK-IN PROCEDURES:

Rider Packets are arranged alphabetically by last name and are divided equally between 10 stations.

When a rider approaches you, ask for their last name, and find his registration packet. If the rider does not have a registration packet, direct him to the *troubleshooting* station.

***Instructions below correlate with the example envelope below and sheet on the next page.*

1. Verify

- Verify the rider's name
- Verify the rider's emergency contact name and number. Confirm the emergency contact is available today, is not another rider, and that the listed number is NOT THE RIDER'S CELL PHONE #. Write in new contact info if needed.
- Verify the rider's Route Length
 - If a rider is keeping the listed Route length, mark "Route Length Confirmed"
 - If a rider is changing his Route Length, mark "Route Length Changed"
 - If a rider changes his route length, he will need to be assigned a new rider number that corresponds with the new route. Direct the rider to troubleshooting – be sure the rider takes the registration packet with him.

2. Waiver

- Have the rider read and sign the waiver.
- Be sure to use the special waiver for riders under the age of 18. Attach under 18 waiver to the packet.
*Riders under 12 are not permitted.

3. Donations

- If a rider would like to turn in cash or check donations, use a donation envelope.
- Record the rider's name, and Partner Organization/Team on the envelope
- Total up cash and checks the rider is turning in and write the total in the designated box.
- Have the rider initial to confirm the amount is correct.
- Seal the envelope and staple to the packet.

4. Finishing Up

- Remove the bib from the packet and give it to the rider. Pinners are available to assist with attaching the numbers – please direct riders away from the registration tent to the pinners.
 - Make sure the rider is aware of the proper placement of the bibs. They are to be worn on the back at all times. When removing or adding layers, bib should be moved as well.
- Place the packet in your "out" box.

DONATION ENVELOPE

Rider Name	<input type="text"/>	Partner Org/ Team	<input type="text"/>
3 Donations	Total Checks & Cash Enclosed	\$	<input type="text"/>
	Initial to verify amount listed above is accurate.		
	<input type="text"/> Rider Initials	<input type="text"/>	Registration Volunteer Initials

RIDER REGISTRATION SHEET

**Rodman
for
Kids**
2023
RIDE FOR KIDS
RIDER
REGISTRATION

1

VERIFY

**Route Length
Confirmed**

- or -

**Route Length
Changed**

New
Length

New
Bib #

***If ROUTE LENGTH CHANGED, assign rider a new number corresponding with rider's new route length. Be sure to write the new route length and new rider number above.*

**Walk-in
Registration**

2

WAIVER

I, (name) _____, am participating in the *Rodman Ride For Kids* on Saturday, September 23, 2023, and state that I have no known medical conditions which would indicate that I should not participate. I waive and/or release any and all claims against any agent, employee, representative, person, or entity in any way affiliated with any agency, sponsor, municipality or individual connected with the *Rodman Ride for Kids* for any injury, loss or damage arising from my participation both active and passive in the *Rodman Ride For Kids*. I hereby give my permission for my image or for that of any of my children (under the age of 18) to be used in any photo, film or video tape of the event for any purpose. In so doing, I agree to abide by all directives, rules and regulations, both verbal and written set forth by the organizers of the *Rodman Ride for Kids*.

RIDER'S SIGNATURE:

September 23, 2023

NOTES:

VOLUNTEERS – RIDER REGISTRATION (cont'd)

REGISTRATION TROUBLESHOOTING:

Walk-In Registrations

- If a rider does not have a registration packet, he is considered a “walk-in”
- Grab an un assigned bib number. Be sure the color corresponds to the correct Route Length.
- Grab a blank registration sheet, and write in:
 - Rider # (found on bib you just grabbed)
 - Rider name (Last, First)
 - Route Length
 - Emergency Contact Name and Phone
 - Partner Organization and/or Team Name
- Follow typical registration instructions from step 2.

Route Length Changes

- If a rider changes their Route Length, they will need a new bib number that corresponds to their Route.
- The rider should be coming to the troubleshooting station with their registration packet in-hand.
- Grab a blank bib number. Be sure the color corresponds with their new Route Length.
- Put a line though the old rider # and route length on the envelope, and write in the new ones in the appropriate Verify boxes.
- The original (unused) bib # can stay attached to the packet.
- Follow typical registration instructions from step 2.

REGISTRATION TRACKING PROCEDURES:

- Collect rider packets from each station’s outbox periodically.
- On the master check-in spreadsheet, put an X in the “Checked In” column next to each rider number to indicate the rider has checked in.
- Look for packets with:
 - “walk in” checked
 - “route length change” checked
 - **remember a route length change will ALWAYS mean a rider # change
 - Any hand-written changes to the top box (ie: Emergency contact, Route Length, Rider #)
- If a new emergency contact or phone # is written on the envelope, update that information in the appropriate columns.
- If a new Route Length has been assigned, indicate the new length in the “NEW Route Length” column
- If a new Rider # has been assigned, indicate the new number in the “ACTUAL Rider #” column
- Place a check mark in the top left corner of the rider packet to indicate it has been recorded.
- Be sure any packets with donations are kept secure and turned in to the Registration captain.

Registered			checked	REGISTERED	NEW			
Rider #	Last Name	First Name	in	ACTUAL Rider #	route length	route length	Emergency Contact	Emergency Phone
0007	Abreu	Katie		0007	25		Larry Abreu	781-413-4426
0008	Ahern	Trysha	X	0008	25		Mary Ahern	617-875-3224
0009	Aiello	Dawn	X	1654	50	25	Andy Hackett	814-880-7239

VOLUNTEERS – PINNING

Overview

Efficiently and pleasantly move riders from registration to the start line.

Saturday **# Volunteers:** 6-8

Time: 7:45am – 10:45 am

Specific Requirements:

- Ability to stand for duration of shift

Specific Tasks

- Assist riders by pinning rider numbers on their backs.
- Direct riders to the start line
- Keep traffic moving to relieve congestion in Registration area by seeking out riders who need pinning and encouraging them to move along after registration/pinning.

VOLUNTEERS - START LINE

Overview

Ensure safe and smooth starts for the 2 tours.

Saturday # Volunteers: 20

Time: 8:30am – 11:30am

Special Requirements

- Ability to stand for duration of shift
- Ability to communicate effectively with other members of the Start Line and Communications teams.

Specific Tasks

- Direct riders to line up in correct area
- Assist with all starts by corralling riders and ensuring that they go out in waves.
- Check to be sure that riders are wearing helmets and are not using portable music devices.
- Serve as “spotters” as riders leave the start line and head out of Ride HQ
- Manage rider flow from the start line out to Chestnut St.
- Communicate with Start Line once each wave of riders turns onto Chestnut, so they know when to send the next wave.

VOLUNTEERS – HQ SPOTTERS

Overview

Provide encouragement to riders while ensuring safety along the routes.

Saturday # Volunteers: varies

Time: 8:30am – 11:00am

Special Requirements:

- Ability to stand throughout duration of shift
- Wear comfortable shoes
- Under 16 must be accompanied by an adult.
- Outgoing individuals who don't mind being in an isolated (but safe) area, typically with only 1-2 other volunteers, for duration of shift.
- Must have a cell phone with you for duration of shift.

Specific Tasks

- Meet at Volunteer Tent to receive location assignment.
- Caution riders of potential danger (gravel road, heavy traffic, sharp turns, etc.) You will be advised of specific details you should be giving to riders for your location.
- **DO NOT** stop or direct traffic.
- Cheer and encourage riders as they pass.
- Wear an identifying vest.
- Stay at your location until the bus picks you back up – do not leave your post for any reason.
- Have a cell phone on you during shift –call HQ to report any problems or emergencies.

VOLUNTEERS – BBQ BACK OF HOUSE

Overview

Assist with set-up, preparation, and serving of all food and beverage items in the BBQ tent.

Saturday # Volunteers: varies

Time: 9:00am - 3:30pm

Special Requirements:

- Some volunteers who are comfortable grilling will be needed
- Some volunteers with the ability to lift heavy boxes will be needed.
- Volunteers will be on their feet for the duration of their shift.

Specific Tasks

- Unload BBQ items from truck
- Set up BBQ area, including tables, linens, serve-ware, etc.
- Grill food: pre-cooked chicken, ribs, burgers, hot dogs and and veggie burgers, under supervision of volunteer captains.
- Wrap food and prepare for service
- Help pack up leftover food at the end of the BBQ.
- Keep beverage coolers filled

Breaking Down

- Pack up all leftover food on refrigerator truck to deliver to shelter
- Move all beverages, paper goods, and other items that will remain at HQ to the Warehouse.
- Empty all coolers and store in warehouse
- Empty all remaining bags of ice
- Pack of all chafing dishes, grills, etc. to prepare for pick-up
- Place all trash in correct area for pick-up
- Leave BBQ area “as found” with all items stored away and ready for pick-up.
- Sweep BBQ area inside and outside the tents.

VOLUNTEERS – BBQ FRONT OF HOUSE

Overview

Maintain a clean and presentable BBQ area; serve food to all guests.

Saturday # Volunteers: 12 servers and 4 -5 runners

Time: 9:30am – 3:00pm

Special Requirements:

- Some lifting may be required.
- Volunteers will be on their feet for the duration of their shift.

Specific Tasks

- Serve food to volunteers, riders and guests in an enthusiastic, friendly manner.
- Anticipate shortages of food/beverage and notify appropriate volunteer captain or event manager in a timely fashion.
- Replenish food, beverages, ice, etc. as needed.
- Maintain “front of house” by keeping tables clean and free of waste.
- Monitor tables within BBQ area – remove plates, cups and other waste left behind.
- Ensure that the seating area within the BBQ is clean and functional.

Close Down

- Assist with packing up chafing dishes, serving baskets, etc.
- Remove signs and banners, store in designated area
- Assist with removing tablecloths, placing in bags, and moving to storage area

VOLUNTEERS – FINISH LINE/CHEERING

Overview

Provide an exciting environment for EVERY rider as they cross the finish line.

Saturday **11:00am – 3:00pm**

Special Requirements

- Outgoing, enthusiastic Individuals
 - Volunteers will be on their feet for the duration of their shift.
- ***This is a perfect volunteer position for children/teens

Specific Tasks

- Stand in the designated area near the Finish Line
- Enthusiastically cheer and welcome riders as they approach and cross the finish line.
- DO NOT leave designated area until your shift is complete.
- Cheer the last rider in with the same enthusiasm as the first rider!
- Bringing hand-made signs is encouraged!
- Work to slow rider traffic as they approach finish line, then stop traffic after crossing.
- Facilitate the movement of rider traffic to prevent congestion
- Point riders in the direction of the water/Gatorade/snack table

VOLUNTEERS – T-SHIRT TENT

Overview

Provide riders with t-shirts. Ensure that each rider receives one shirt.

Saturday **11:00am – 3:00pm**

Special Requirements

- Ability to stand for duration of shift
- Ability to lift heavy boxes

Specific Tasks

- Set up t-shirts by no later than 11:15am.
- Have t-shirts arranged and clearly marked according to size.

Closing Down

When you leave your tent/area for the day, the only thing left should be tables & chairs stacked under the tent.

- Collapse tables & chairs and stack them for pick-up
- Return all supplies, boxes, toolkits, etc. to Ride Warehouse (inside Rodman Truck Center.)
- Take down all signs and banners and bring them to the Ride Warehouse (inside Rodman Truck Center.)
- Sweep your tent/area. (Push brooms will be located in the Warehouse. Please return the broom when you are done sweeping.)

VOLUNTEERS – HQ TRASH PICK-UP

Overview

Maintain cleanliness of the grounds throughout event day.

Saturday **Number of Volunteers:** 3

Time: 7:00am – 4:00pm

Specific Tasks

- Place trash receptacles around the site first thing in the morning.
- Continuously empty trash receptacles throughout the site.
- Using a gator or other Ride vehicle, transport trash bags to on-site dumpster.
- Remove all receptacles and transport to dumpster once event has ended.
- At the conclusion of event, blow and sweep lot to remove any remaining trash

VOLUNTEERS – BREAKDOWN & CLEAN-UP

Overview

Return HQ to its pre-event condition.

Saturday **Number of Volunteers:** 20

Time: 2:30pm – 6:00pm

Special Requirements

- Individuals who are able to lift/move heavy objects strongly preferable
- Be prepared to work hard and get dirty.

Specific Tasks

- Break down all tables and chairs in tents – stack neatly under tents
- Take down any remaining signage – store in Warehouse
- Remove any remaining decorations and store in Warehouse
- Assist with disposal of leftover food, paper goods, and other trash as needed.
- Sweep & blow event space; pick up trash
- Other tasks as need to return site to original condition and prepare for tent/equipment pick-ups.

