

Juvenile Diabetes Research Foundation
2010 Walk to Cure Diabetes
Volunteer Opportunities / Needs

SET UP (25 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Set up, skirt and cover tables
- 2) Set up and line waste boxes. Place along route and walk site.
- 3) Unload trucks and place materials in proper place, i.e., registration materials, food, accounting supplies, etc.
- 4) Unload food and ice from trucks
- 5) Set up registration tables with working supplies.
- 6) Deliver and cover tables at rest stops - use golf carts
- 7) Get and deliver food and water to rest stops before walk begins
- 8) Stage area set up

ROUTE AND PARKING (8 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Set up Walk Route with signage
- 2) Serve representative for issues regarding Walk site.
- 3) Work with Walk committee signage chair for placement of signs along Walk route.
- 4) Coordinate with Jacksonville Sheriff's office to determine traffic control and police security Walk Day
- 5) Determine and arrange for any necessities related to parking, including managing volunteers to assist in parking direction and control.

BALLOONS (6 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Work with Walk Committee chairs to determine location and number of balloon bouquets/arches for Walk.
- 2) Help determine placement/retrieval of balloons

ACCOUNTING (10 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Organize pledges collected by Registration Committee on Walk Day so a dollar amount may be announced at completion.
- 2) Manage Volunteers for accounting purposes on Walk Day.
- 3) Follow accounting procedures to enforce record keeping system for all involved in collecting pledges Walk Day
- 4) Arrange for any equipment necessary to carry out accounting functions Walk Day (i.e., calculators, coin wrappers, dollar binders, deposit bags, etc.)

REGISTRATION (35 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Organize registration procedures on Walk Day (JDRF guidelines)
- 2) Greet walkers as they arrive to your station. Thank them for their efforts in raising money. Collect envelopes they may have to turn in. (Envelopes contain money, but volunteers do not open the envelopes, rather provide them to a runner who takes to banking room) Give them a t-shirt ticket if they have raised \$100 or more.

Juvenile Diabetes Research Foundation
2010 Walk to Cure Diabetes
Volunteer Opportunities / Needs

T-Shirt Booth (8-10 Volunteers)

Responsibilities:

- 1) Organize t-shirts by size in the booth for walkers to receive in timely manner
- 2) Collect one ticket for each shirt to be handed out

VOLUNTEER Booth

RESPONSIBILITIES:

- 1) Work closely with the Walk committee chairs to assess their volunteer needs on Walk Day
- 2) Recruitment/Management of volunteers for/on Walk Day
- 3) Provide volunteers with schedules and assignments
- 4) Set up table for Walk Volunteers to check in. Give nametags and volunteers t-shirts along with confirming their assignments and schedules.
- 5) Note: A volunteer must be at this booth at all times

TEAM PHOTOS (4 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Help the photographer set up their team photo location - Set up time 7:30 a.m.
- 2) Coordinate location and schedule for team photos
- 3) Work with JDRF staff in notifying teams on team photo opportunity and post walk distribution of photos
- 4) Follow up with the pictures taken to be developed for the Appreciation and Awards Reception

ENTERTAINMENT / Carnival Area (20 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Coordinate with individuals/groups/organizations to provide them with a schedule of activities including check-in, time and length of performance and location of activities.
- 2) Communicate with the entertainment for Walk Day to help the program run on schedule, making sure entertainment is in place at the time they are scheduled, etc.
- 3) Assist children and families in the carnival area (Watching them jump in the "jumpy things", help with face painting and all carnival games.

FOOD AND BEVERAGE (12 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Help with any day of event food pick ups needed.
- 2) Help set up of the food and drink booths, working with these sponsors to make sure everything is laid out in a way that will be easy for walkers to get to.
- 3) Help display breakfast & then switch to lunch
- 4) Coordinate set up requirements with food providers, i.e., tables, tents, generator.

RENTALS AND SIGNAGE (5 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Secure rental providers for tents, tables, chairs, portable toilets, golf carts, and rental trucks
- 2) Work closely with Walk committee chairs to determine rental needs on Walk Day.

Juvenile Diabetes Research Foundation
2010 Walk to Cure Diabetes
Volunteer Opportunities / Needs

- 3) Work with rental providers on amount of order, delivery schedule, and set-up and pick-up.
- 4) Manage Volunteers to assist with rentals.
- 5) Work with signage company on production and delivery of any new signs.
- 6) Assign golf carts to proper individuals
 - 2 for rest stop / set up and deliveries
 - 2 for helping walkers and emergencies
 - 1 for registration to and from accounting

REST STOPS (4 VOLUNTEERS PER STOP)

RESPONSIBILITIES:

- 1) Set up rest stops
- 2) Ensure food, beverages, etc. are provided/delivered to rest stops
- 3) Manage volunteers at rest stops

COMMUNICATIONS

RESPONSIBILITIES:

- 1) Work with Walk Chair to determine number of cell phones and walkie talkies.
- 2) Coordinate with local companies/donors on order, use, delivery and return of equipment.

FIRST AID / JDRF TABLE (2 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Set-up and management of First Aid Station table
- 2) Arrange for nurse for First Aid Station
- 3) Set-up and management of JDRF Information table (Informational brochures, etc)

MEDIA (3 people with 1 leader)

RESPONSIBILITIES:

- 1) Oversee all media activities on day of walk
- 2) Be present to take Corporate Chair, Emcee, Walk Co-Chairs or Staff to media upon their arrival.
- 3) Greet the media as they arrive, thank them for coming out, provide them an agenda for the day and key points for our Walk day.
- 4) Thank them, Thank them, and thank them some more and help make sure they have anything needed.

GARBAGE (6-8 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Coordinate with Waste Management on management of garbage disposal on Walk Day
- 2) Manage volunteers to assist in placement, pick-up and maintenance of garbage/recycle bins within Walk site.

BREAKDOWN / SET UP FROM PRE WALK TO POST WALK

LUNCH (25 VOLUNTEERS)

RESPONSIBILITIES:

- 1) dismantle registration area to accommodate lunch tables - leave small area for any others needing to turn in money

Juvenile Diabetes Research Foundation
2010 Walk to Cure Diabetes
Volunteer Opportunities / Needs

- 2) clean up any obvious trash in the area
- 3) pick up any materials, t-shirts, etc. and move to secure location

BREAKDOWN/CLEAN-UP (25 VOLUNTEERS)

RESPONSIBILITIES:

- 1) Remove covers and skirts from tables
- 2) Break down tables and chairs
- 3) Box left over food for needy
- 4) Clean up start/finish site and along route
- 5) Clean up rest stops - bring tables, extra food/drink, etc. back to main area
- 6) Pick up all trash and make sure all trash bags/boxes have been picked up and taken away.
- 7) Load trucks with items going back to storage.

JDRF TABLE

ADVOCACY TABLE