**Clipboard Commander (6:00 am – 12:00 noon) – 1 volunteer**

Day Cpt:

Provide oversight of entire event, making sure all key activities are conducted as scheduled.

**SET UP (6:00 am – 7:00 am) - 7-10 volunteers
Day Cpt:**

**Small tent set up/ chairs out/ tables up/move supplies to location/Ice & coolers. Help set up run site.**

**Balloon Blow Up & Decorate (7:00 am - 8:30 am) - 4 volunteers**

**Day Cpt:**

**Blow up & put balloon clusters around area.**

**T Shirt Table (7:00 am – 11:00 am) - 2 volunteers**

**Day Cpt:**

**Hand out t-shirts after proof of registration has been established. Volunteers get t-shirts after particpants.**

**Table should not be left unattended.**

**Volunteer Assignment Table (7:00 am – 11:00 am) - 2 volunteers**

**Day Cpts:**

**Help volunteers check in. Pass out volunteer assignments and direct them to the appropriate area. Reassign volunteers as needed.**

**Food & Beverage (7:00 am – 11:30 am) - 4 volunteers**

**Day Cpt:**

**Set up and monitor breakfast & drink service. Keep tables well stocked and area clean/neat.**

**Traffic Control (7:00 am- 12 noon) – 3 volunteers**

**Day Cpt: Dothan Police**

**Control traffic flow in and out of the Kiwanis parking lot. Vendors are permitted to temporarily unload exhibit items, but must move and park vehicle in shuttle/parking area.**

**Shuttle Drivers (7:00 am -12 noon) – 2 volunteers**

Day Cpt:

Shuttle participants, vendors and observers to and from remote parking lots.

**Registration (7:30 am – 9:30 am) - 4 volunteers**

**Day Cpt:**

**Welcome walkers. Collect registration packets and money, making sure all forms are complete and accurate. Mark which benchmark prizes they will receive on the prize slip. Waiver slip given (also used as door prize entry).**

**Complete, detailed instructions for check-in will be available at the station.**

**Audit Room (7:30 am – 11:30 am) - 2 volunteers**

**Day Cpt: Rebecca**

**Provide personnel safety and assistance to auditor, who receives registration packets for processing.**

**Waiver Table (8:00 am – 11:30 am) - 1-2 volunteers**

**Day Cpt:**

**Ensure the waiver slip is appropriately signed and submitted for the door prize drawing. PLEASE DO NOT THROW AWAY SLIPS**

**Money Runners (8:00 am – 11:30 am) - 2 volunteers**

**Day Cpt:**

**Takes the registration packets to the Audit Room.**

**Photographers (8:00 am – 11:30 am) – 2 photographers and 2 assistants**

**Day Cpt: None**

**Each photographer will be responsible for specific photographs (one for team photographs and one for over walk event photographs). They can also photograph “happenings” if team photographs are slow. The overall walk photos should include things like team tables, award ceremonies, sponsorship signage, participants walking, volunteers working, live entertainment and children’s corner.**

**Children's Area (8:00 am – 11:30 am) - 1-4 volunteers**

**Day Cpts:**

**Assist with children’s games and activities. Provide supervision over inflatables.**

Face Painters

Hula Hoops

Rock painting

Tattoos

Inflatables

**Bench Mark Prize Table (8:00 – 11:30 am) - 2 volunteers**

**Day Cpt: None**

**Each walker must provide a prize slip that will indicate the prizes they have earned. The volunteer will then present the walker with the prizes earned.**

**Bench Mark Prize table cannot be left unattended!**

**DJ Assistant (8:00 – 11:00) – 2 volunteers**

**Day Cpt: None**

**Assist with team and door prize distribution. Provide security observation of prizes throughout the event. Make sure prizes are distributed to the correct recipients.**

**Warm Up (8:55 am – 9:00 am) – 1 volunteer**

**Day Cpt: None**

**Warm up the participants before start of the walk.**

* **Una Corbett Taylor**

**Take Down (11:00 am - 12:00 noon) - 7-10 volunteers**

**Day Cpt:**

**Break down all tents, tables and chairs. Make sure all signs and decorations are taken down, packed in appropriate boxes, and loaded in vehicles. Make sure walk site is left clean and neat.**

**Mascot Assistant (8:00 am – 11:00 am) – 1 volunteer**

Day Cpt: None

Assist mascot as needed/ hand out coupons.

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**Run Set Up (6:00 am -7:00 am) - 3 volunteers**

Day Cpt: Beth Harkins

Unload supplies and distribute to the start/registration/run area (located at Marker 7 near tennis complex). Unload food and supplies to the finish area (behind the children’s playground).

**Run Start / Registration (7:00 am - 8:00 am) - 4 volunteers**

Day Cpt: None

Welcome runners and make check-in as quick/easy as possible. Collect run form and money. Make sure all forms are complete and accurate. Afterwards, go to finish line to help with food & beverage service.

**Run H20 Station Along Route (8:15 am – Last Runner) – 2 volunteers**

Day Cpt: None

Set up water station mid-way and provide water to runners during run event. Clean up area following the run event.

**Finish Line Timing and Tags (8:30 am – 9:30 am) – 4 volunteers**

Day Cpt: Beth Harkins

Assist with timing and run board tallying.

**Attendant at Run Crossing (8:30 am – 9:30 am) – 1 volunteer**

Day Cpt: None

Monitor walk-path/run-path intersection to allow runners to finish race without interference.