



Saturday, May 2, 2020

1 & 3 Mile Walks • 5K Run
Great Lakes Science Center

VOLUNTEER INSTRUCTIONS – FOOD TENT

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

Your volunteer time commitment is from 6:00 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **Jeff (DCNEO staff)**.
- Welcome all participants and thank them for coming.
- Remind participants that they need to get their wristbands at Walk Registration (for entrance to the museums) no later than 9:30 a.m.
- Your duties will be to distribute snacks and water to the participants.

All registered participants gain entry to The Great Lakes Science Center, Rock and Roll Hall of Fame and USS COD Submarine Memorial on event day only.

THANK YOU! WE COULD NOT DO THIS WITHOUT YOU!!!

ALL DIVERSITY CENTER STAFF ARE WEARING TIE DYE SWEATSHIRTS. PLEASE FIND ONE IF YOU SHOULD HAVE QUESTIONS OR CONCERNS.



Saturday, May 2, 2020

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VOLUNTEER INSTRUCTIONS – KIDS TENT

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

Your volunteer time commitment is from 7:00 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day will be **Kaila and Simone (DCNEO staff)**
- Welcome all participants and thank them for coming
- Remind all participants that they need to get their wristbands at Walk Registration (for entrance into the museums) no later than 9:30 a.m.
- Your primary duties in the Kids' Tent are to make sure the lines are orderly, and help out the balloonist and face painter, when needed.
- Communicate with the Faces & Fun staff about what time to cut off the line.

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VOLUNTEER INSTRUCTIONS – MITCHELL'S ICE CREAM

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

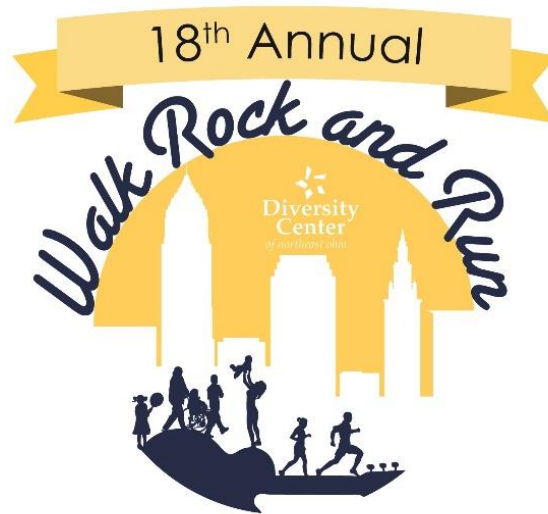
Your volunteer time commitment is from 8:00 a.m. – until the ice cream is gone (approximately 10:00 a.m.)

- Your Volunteer Coordinator for the day is **Caitlin (DCNEO staff)**
- Welcome all participants and thank them for coming
- Remind participants to get their wristbands (for entrance into the museums) no later than 9:30 a.m.
- Your duties at the Mitchell's truck site are to scoop ice cream at the direction of Mitchell's staff, and hand out to the participants.

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VOLUNTEER INSTRUCTIONS – RUN NEW - REGISTRATION

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race begins. It will get crowded very fast.

Your volunteer commitment is from 6:00 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **(Adam Hermes and Kei DCNEO STAFF)**.
- Welcome all participants and thank them for coming.
- Remind participants that they need to get their wristbands (for entrance to the museums) no later than 9:30 a.m.
- Refer any problems or issues to a Hermes representative Adam.
- Cost to register is **\$40**
- Write the bib number on the lower right hand corner of the entry form. A Hermes representative will periodically collect the entry forms for data entry.
- Keep all cash and checks paper clipped to the entry form. Make change as needed with the money in the cash box provided.
- Mark any additional donations on the participant's entry form.

All participants gain entry to The Great Lakes Science Center, Rock and Roll Hall of Fame and USS COD Submarine Memorial on event day only.

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VOLUNTEER INSTRUCTIONS – PRE-RUN REGISTRATION

Your volunteer time commitment is from 6:00 a.m. – 8:30 a.m.

- Your Volunteer Coordinator for the day is **(Adam Hermes and Kei DCNEO STAFF)**
- Welcome all participants and thank them for coming.
- Remind participants that they need to get their wristbands (for entrance to the museums) no later than 9:30 a.m.
- All participants are alphabetized by last name.
- Look up the participant's last name and pull the bib out of the pile. Keep the piles of bibs rubber-banded together – it is easier to flip through and prevents bibs from getting lost or misplaced.
- Shirt sizes are on the last line of the label. Call out the shirt size to your shirt volunteer and they will give you the correct size.
- Have the participant double check their information on their bib. If information is incorrect or missing, send them to a Hermes representative.
- If you cannot find a participant send them to a Hermes representative.
- Refer any problems or issues to a Hermes representative.
- Volunteers should arrive by **thirty minutes prior to the start of registration.**

All registered participants gain entry to The Great Lakes Science Center, Rock and Roll Hall of Fame and USS COD Submarine Memorial on event day only.

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VOLUNTEER INSTRUCTIONS – RUN TIMER

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

Your volunteer time commitment is from 8:00 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **Adam (Hermes staff)**
- Timers - 1 timer at the 1 mile marker and 1 timer at the 2 mile marker
- Yell out times as runners go by.

All registered participants gain entry to The Great Lakes Science Center, Rock and Roll Hall of Fame and USS COD Submarine Memorial on event day only.

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VOLUNTEER INSTRUCTIONS – ROUTE MARSHAL

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race begins. It will get crowded very fast.

Your volunteer time commitment is from 7:45 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **Jessica and Melodie (DCNEO staff)**
- As a Walk, Rock & Run Route Marshal, you have one of the most important jobs. Thousands of participants will walk and run past you and it's your job to encourage them, thank them, and cheer them on!
- Some of them will have signs to hold. The signs are numbered and will be assigned to a volunteer at check-in. Failure to return a sign will result in you being charged for that sign.
- ***Please*** return **ALL** signs to the walker registration tent when you return to the Science Center Plaza after the majority of the walkers have passed your stop.

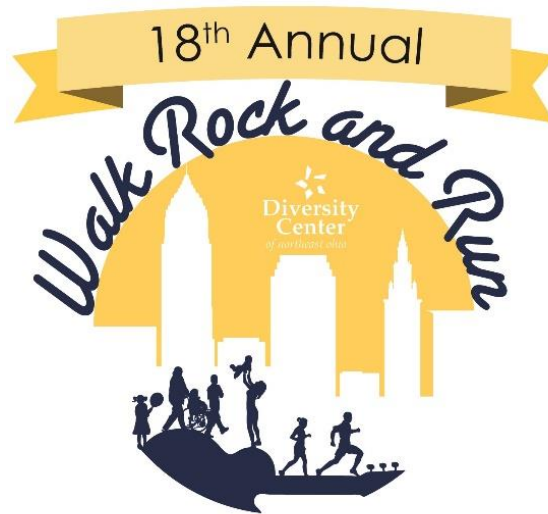
Route Marshals - volunteers at each location on the course map provided (areas are marked with a V)

- ❖ **Adam Petrovic** will give a brief overview at **7:45 a.m.** at the walker registration tent.
- ❖ Volunteers should be **in position at 8:15 a.m.** **Both races start at 8:30 a.m.**
- ❖ Direct runners and walkers to where they need to go.
- ❖ All volunteers should stay to the side of the course to make sure there is room for runners and walkers.
- ❖ All volunteers should stay in position until 10:00 a.m.
- ❖ **RETURN ALL SIGNS TO THE WALKER REGISTRATION TENT.**

All registered participants gain entry to The Great Lakes Science Center, Rock and Roll Hall of Fame and USS COD Submarine Memorial on event day only.

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VOLUNTEER INSTRUCTIONS – WALK REGISTRATION

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race begins. It will get crowded very fast.

Your volunteer commitment is from 6:00 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **Lorraine (DCNEO staff)**
- Welcome all participants and thank them for coming.
- Make sure the participant is at the right tent, if they are looking for the run tent direct them to the correct tent.
- **ALL CASH AND CHECKS:** Staple cash/checks to the registration form, place in a 6"x9" manilla envelope. You will place several registration forms with cash/check stapled in a 6"x9" manilla envelope. When the envelope is full, seal it with tape. Place Registration forms with no cash/check associated in the Ziploc bags.
- Place a filled, taped 6"x9" manilla envelope in the large "Collection Envelope" shared between you and the volunteer that you are paired with. A Diversity Center staff member, who will be introduced to you, will collect envelopes.
- **PAY/DONATE BY CREDIT CARD: Ask for LORRAINE PENNICK, Volunteer Captain.**
- **IF REGISTERED:** Ask name. Pre-Registered list is sorted by last name. Check off their name, and see if they have a T-shirt size next to their name. If so, tell a T-shirt runner volunteer the size you need, and they will hand the T-shirt to you. (Pre-Sold T-shirt)
- **ASK WITH A SMILE:** "Would you like to donate to the Diversity Center? You are receiving goods and services today worth \$75!!"
- **IF NOT REGISTERED:** Give them a registration form to complete and **SIGN**, or collect their newly completed form. Collect any cash or checks. See above for handling cash/checks. Place all Registration forms in Ziploc bag, unless cash/check is associated with the registration. See above for handling.

- **T-SHIRTS** may be purchased. Collect \$25. Tell a T-shirt runner volunteer the size you need and “NEW,” (example: “Medium NEW”) and they will hand the T-shirt to you. Staple cash/checks to the Registration/Donation form, **write “T-shirt” on form**, place in the 6”x9” envelope.
 - Rock Hall staff will give each participant a wristband for entry into ALL museums. Open to all walkers and runners TODAY ONLY – Rock Hall, Science Center, USS COD.
 - Route maps are on the registration table for anyone to take.

All registered participants gain entry to The Great Lakes Science Center, Rock and Roll Hall of Fame and USS COD Submarine Memorial on event day only.

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VOLUNTEER INSTRUCTIONS – WALK REGISTRATION GREETER

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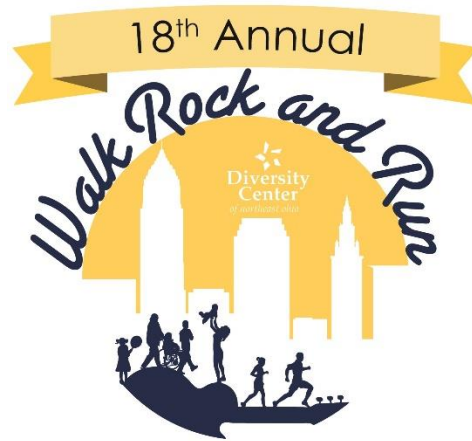
Your volunteer time commitment is from 6:00 a.m. – 9:30 a.m.

- Your Volunteer Coordinator for the day is **Becca (DCNEO staff)**
- Welcome all participants and thank them for coming
- Remind participants that they need to get their wristbands (for entrance to the museums) no later than 9:30 a.m.
- Your duties include crowd control (directing people to the correct line), and having non-pre-registered guests complete a Registration/Donation form.
 - Direct runners to Run Check-In/Registration tent.
 - Registered walkers go to Walk Check-In/Pre-Registration.
 - Non-registered walkers go to New Walker Registration, after completing the Registration form that you provide to them.
- You will be supplied with a clipboard and registration sheets, a fanny pack and supplies. Give Registration forms to people who need to register, so they can fill them out in advance of coming up to the Registration line. Ask the person to **SIGN** the form.
- Encourage donations! **ASK WITH A SMILE:** “Would you like to donate to the Diversity Center? You are receiving goods and services today worth \$75!!” Do not handle cash or checks. Ask the person to give the cash/checks to the volunteer at the Registration or Check-in table.

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VOLUNTEER INSTRUCTIONS – WALK T-SHIRT DISTRIBUTION

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

Your volunteer time commitment is from 6:00 a.m. – 9:30 a.m.

- Your Volunteer Coordinator for the day will be **Amanda (DCNEO staff)**
- You will act as a runner for the people manning the registration check-in. They will call out sizes for you to bring to them. Shirts are adult sizing, from S-4X.
- If a registration volunteer calls out a size and says the word “new” (example – Medium NEW), you will get that t-shirt from the ones labeled “New Sales” and hand the shirt to the Registration volunteer. If they just call out a size, you will retrieve the shirt from the “Pre-sold” section and hand to the Registration volunteer.

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VOLUNTEER INSTRUCTIONS – WATER STOP

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

Your volunteer time commitment is from 7:30 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **Adam (Hermes staff)**
- Volunteers can go directly to water stop; after you check in with Adam at the Run Tent.
- Pour water into cups 1/2 - 3/4 of the way full.
- Have 100-150 ready before runners arrive.

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VOLUNTEER INSTRUCTIONS – MUSEUM GREETER

Thank you for volunteering today. Several thousand participants will arrive within 90 minutes before the race. It will get crowded very fast.

Your volunteer time commitment is from 8:00 a.m. – 10:00 a.m.

- Your Volunteer Coordinator for the day is **Lorraine (DCNEO staff)**.
- Welcome all participants and thank them for coming.
- As a volunteer greeter for one of the museums, you will report to the front desk and you will receive specific instructions from the museum staff.
- That might be: holding the doors for guest, taking tickets, counting people as they enter, or checking to make sure everyone has a wristband.

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