



**Join Us Saturday, May 4, 2024!**

1 & 3 Mile Walks · 5k Run

**Great Lakes Science Center**

601 Erieside Ave., Cleveland, OH 44114

### **VOLUNTEER INSTRUCTIONS – KIDS TENT**

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

- Welcome all participants and thank them for coming/
- Remind all participants that they need to get their wristbands (for entrance into the Science Center and USS Cod by 10:00am). Wristbands will be distributed at the Walker Registration tent.
- Your primary duties in the Kids' Tent are to make sure the lines are orderly and help out the balloon artist and face painter when needed.
- Communicate with the staff about what time to cut off the line.
- **Your volunteer time commitment is from 7:45am – 10:00am.**

### **VOLUNTEER INSTRUCTIONS – FOOD TENT**

- Welcome all participants and thank them for coming.
- Remind participants that they need to get their wristbands (for entrance to the museums by 10:00am). Wristbands will be distributed at the Walker Registration tent.
- Your duties will be to distribute snacks, fruit, and water to participants.
- **Your volunteer time commitment is from 7:00am – 10:00am.**

### **VOLUNTEER INSTRUCTIONS – ROUTE MARSHAL**

- As a Walk, Rock, Roll & 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!
- Volunteers will have signs to hold. The signs are numbered and volunteers will be assigned to a sign number. Failure to return a sign will result in you being charged for that sign.
- ***Please*** pick-up and 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)**

- ❖ **Volunteers should arrive to Walker Registration at 7:45 a.m.**
- ❖ **Volunteers should be in position at 8:15am. Both races start at 8:30am.**

- ❖ 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 am.
- ❖ A map of the course will be provided to all volunteers.

**RETURN ALL SIGNS TO THE WALKER REGISTRATION TENT!**

## **VOLUNTEER INSTRUCTIONS – MITCHELL’S ICE CREAM**

- Welcome all participants and thank them for coming.
- Remind participants that they need to get their wristbands (for entrance to the museums by 10:00am). Wristbands will be distributed at the Walker Registration tent.
- Volunteer duties at the Mitchell’s truck site are to scoop ice cream at the direction of Mitchell’s staff and to hand out to the participants.
- **Volunteer time commitment is from 9:15am – until the ice cream is gone (approximately 10:30am).**

## **WALKER REGISTRATION AND CHECK-IN**

- **Volunteers should arrive to Walker Registration at 7:00am.**
- Direct runners to Run Check-In/Registration tent. All RUNNERS will have to go to the RUN registration tent for packet pick-up.
- **If participants pre-register for the WALK, they will not have to check-in but they will come to Registration for their wristbands into the museums.**
- **All registered participants will receive free entry to the Great Lakes Science Center and USS Cod. To receive free entry, all registered walker participants will have to come to the walker registration tent to receive their wristbands. Runners will receive their wristbands at runner registration.**
- **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 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-shirt pick-up:** Participants will come to the Walker Registration tent to pick-up their pre-sold t-shirt. Volunteers will act as a runner for the people working the registration

check-in. They will call out sizes for you to bring to them. Shirts are adult sizing, from S-4X.

- **T-SHIRTS** may be purchased if we have them available. 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.
- Route maps are on the registration table for anyone to take.

## **VOLUNTEER INSTRUCTIONS – RUN REGISTRATION**

### **Pre-Registration - 3 Volunteers to distribute bibs and 2 Volunteer to get them the t-shirts.**

- ❖ **Volunteers should arrive at Runner Registration at 7:00am.**
- ❖ Hermes to provide computers for volunteers to look up each participant in the database.
- ❖ Look up the participant’s last name and assign them the next bib number.
- ❖ Shirt sizes are on the check-in screen on the computer. Call out the shirt size to your shirt volunteer and they will give you the correct size.
- ❖ If you cannot find a participant, send them to a Hermes representative.
- ❖ Refer any problems or issues to a Hermes representative.

### **New Registrations - 1 Volunteer is needed to take money for new registrations and 1 to get t-shirts**

- ❖ Refer any problems or issues to a Hermes representative.
- ❖ Cost to register is **\$43**.
- ❖ 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.

### **Water Stop**

- ❖ Volunteers can go directly to water stop; they do not need to check in.
- ❖ Pour water into cups 1/2 - 3/4 of the way full.
- ❖ Have 100-150 ready before runners arrive.
- ❖ Volunteers should be **in position 30 minutes prior to race start time.**

### **Course Marshals - 1 volunteer at each location on the course map provided (areas are marked with a V)**

- ❖ Volunteers can go directly to location; they do not need to check in.
- ❖ Guide runners to where they need to go.
- ❖ Volunteers should be **in position 30 minutes prior to race start time.**

**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.**