

Komen Southern Arizona Race for the Cure® 2010 Preliminary Interest Form

Name: _____ E-Mail Address: _____

Address: _____
Street/P.O. Box City State Zip Code

Phones: _____
Home Work Other

I am interested ONLY in volunteering on Race Day April 11, 2010

I am willing to serve as:

<input type="checkbox"/> Race Vice-Chair	<input type="checkbox"/> Team Lead
<input type="checkbox"/> Group Director (oversee 3-9 Teams)	<input type="checkbox"/> Asst Team Lead (Team Lead in training)
<input type="checkbox"/> Asst Group Director (Director in training)	<input type="checkbox"/> Team Member

Areas of Interest: (**select more than one:** indicate preference order - 1 most preferred, 2 next, etc.)

___ **Recruitment Group**

- ___ Volunteer Recruitment
- ___ Volunteer Training
- ___ High School Team Challenge
- ___ Team Recruitment
- ___ Photo
- ___ I AM THE CURE®

___ **Operations Group**

- ___ Communications & Information
- ___ Course Layout & Logistics
- ___ Ecology
- ___ Equipment Rental/Venue Layout & Mapping
- ___ Materials & Signage
- ___ Parking & Bike Valet
- ___ Safety & Medical

___ **Registration Group**

- ___ Entry Form Distribution
- ___ Early/Office Registration
- ___ Mall & Race Day Registration
- ___ Friends Pledge

___ **Sponsorship Group**

- ___ *Food & Beverage Liaison*
- ___ *National Sponsor Liaison*
- ___ *Local Sponsor Liaison*

___ **Special Programs Group**

- ___ Kids for the Cure®
- ___ Komen Shop
- ___ Race Training Series
- ___ Students for the Cure®
- ___ Survivor Outreach
- ___ Entertainment/Ceremony Production

___ **Affiliate (assist affiliate with these areas)**

- ___ Media Sponsors
- ___ Purchasing
- ___ Honorary Chair
- ___ Scripts
- ___ Shuttles

Tell us something about why you would fit the positions you are interested in: _____

Thanks for your interest!

RECRUITMENT GROUP - Work closely with all Directors and Team Leads to train and recruit volunteers and teams.

VOLUNTEER RECRUITMENT - Recruit individuals and groups of volunteers; work with race team leaders to determine the required number of volunteers for all activities

VOLUNTEER TRAINING – Work directly with Race Chair and Directors to coordinate training for ALL race committee, pre-race and race day volunteers.

PHOTO - Coordinate photographers for race day; oversee team photos. Work closely with affiliate for media shots.

TEAM RECRUITMENT - Coordinate the team kick-off event; maintain constant communication with team captains; coordinate team photos with Photo.

HIGH SCHOOL TEAM CHALLENGE – Communicate with local high schools to create friendly competition for team participation.

I AM THE CURE – Recruit and place “Cure Leaders” around venue to cheer on participants and to pass on Educational Messages.

REGISTRATION - Oversee all issues with participant registration.

ENTRY FORM DISTRIBUTION - Orchestrate a process to ensure an effective distribution and stocking of entry forms.

EARLY/OFFICE REGISTRATION - Oversee processing of registration forms received in the local office; coordinate race registration data input by volunteers and entry fee deposits with bank.

MALL & RACE DAY REGISTRATION - Oversee the pre-registration process on the Friday and Saturday immediately preceding the race; direct the registration process on race day.

FRIENDS PLEDGE PROGRAM - Coordinate pledge program; procure prizes; calculate pledges; coordinate race day booth; award pledge prizes.

SPONSORSHIP GROUP - Coordinate all issues surrounding cash and in-kind donations, will work closely with Development Director.

FOOD & BEVERAGE LIAISON - Coordinate all in-kind food donations for race day and other selected pre-race activities.

NATIONAL SPONSOR LIAISON - Communicate with all national sponsors regarding the race; arrange for storage of giveaways and tents prior to race; coordinate return of banners and national sponsor tents post-race.

LOCAL SPONSOR LIAISON – Work closely with Development Director to communicate with local sponsors to meet their storage, tent, banner needs.

SPECIAL PROGRAMS GROUP - Run programs to increase involvement and participation in the race.

KIDS FOR THE CURE® - Plan activities just for kids on race day; have age-appropriate breast cancer educational materials available.

KOMEN SHOP/GIFT INCENTIVE – Work directly with Development Director/Assistant to purchase race merchandise for donor gift incentives, staff the storefront for solicitation of race merchandise/gift donations during key dates at mall and on race day.

RACE TRAINING SERIES - Coordinate the race fitness training series for 6 to 8 Saturdays prior to the race.

STUDENTS FOR THE CURE® - Recruit and support middle and elementary schools with a combined educational curriculum/fundraising effort to raise money for a group race registration fee.

SURVIVOR OUTREACH - Plan race day activities for survivors; coordinate survivor gifts; oversee survivor breakfast; plan survivor ceremony.

ENTERTAINMENT/CEREMONY PRODUCTION: Work with Team Leads to determine their entertainment needs for race day. Work directly with Survivor Outreach Team Lead to coordinate Survivor Ceremony.

OPERATIONS - Coordinate all activities pertaining to race day operations and logistics.

COMMUNICATIONS & INFORMATION - Facilitate race day communications among race leadership; support implementation of crisis communications plan; oversee race day information booths.

COURSE LAYOUT & LOGISTICS - Coordinate course logistics for 1 mile and 5K courses including mid-point water station, neighborhood relations and start and finish lines (with race timing co.); train and oversee course volunteers; support Development Director for scaffolding, barricades and road closures.

ECOLOGY - Coordinate trash and recycling efforts for race day.

EQUIPMENT RENTAL/VENUE LAYOUT & MAPPING - Coordinate race equipment requirements from all teams; obtain bids and procure equipment; oversee equipment delivery and set up; work with race committee to create and maintain updated venue, expo, course and parking maps.

MATERIALS & SIGNAGE - Maintain an inventory of all race materials .signs, banners and supplies; coordinate movement of supplies between storage and venues. Work with teams to determine new sign requirements; order necessary signs; work with sponsor liaison regarding sponsor banners; oversee race weekend sign placement and tear down.

PARKING & BIKE VALET - Coordinate race day parking logistics including lot assignments, parking passes and signage; oversee lot volunteers; work with city to implement bike valet program.

SAFETY & MEDICAL - Secure on-site ambulance, bicycle medics and security guards; oversee first aid stations and course safety volunteers; support Development Director’s coordination with police; support crisis communications planning and training.

AFFILIATE: Volunteers will assist Development Director and Development Assistant as needed in these positions. (Great if you don’t have lots of time, but want to assist with the Race!)

SHUTTLES - Implement shuttle plan including pick-up/drop-off points and the shuttle routes; ensure sufficient signs are in place; secure shuttle buses.

HONORARY CHAIR LIAISON - Coordinate schedule, appearances and all race involvement of honorary chair, working with other race teams as needed.

MEDIA LIAISON - Support PR counsel for interface with local media, press releases, media advisories, etc.; help create press packets for the race.

NEWSLETTER - Research, write and publish local Komen newsletter.

RACE SCRIPTS & AWARD CEREMONY - Oversee the writing and approval of the start/finish line and award ceremony scripts; act as a stage manager for the awards ceremony.

BIBS - Order and organize race bibs; work in coordination with the sponsorship group and the timing chip company.

T-SHIRTS - Coordinate t-shirt order, storage and distribution; coordinate individual packet pick-up throughout race weekend.

Each position is a two year commitment (unless otherwise discussed with Race Chair) obviously there are times when an individual is not able to complete the two year term. If you have questions, please talk to the Race Chair.

If you have further questions about any position, please talk to the Group Director or Race Chair.