

## The Milton Family Fun Run

### Contact Details:

[miltonfamilyfunrun@gmail.com](mailto:miltonfamilyfunrun@gmail.com)

[souad.shamson@planaheadevents.com](mailto:souad.shamson@planaheadevents.com)

Tel: 905.749.1917

Please visit our website [www.miltonfamilyfunrun.ca](http://www.miltonfamilyfunrun.ca) to register as a volunteer.

### The following roles and responsibilities are available for volunteers to pick from:

Volunteers to help with event notification distribution – (pre – event Friday May 16, 2014): To meet at the Milton Fair Grounds at 5:30 pm. 10 Volunteers needed to distribute Event notification letters to all homes along the course.

5 Volunteers to help with assembling swag bag - (pre-event Wednesday May 28th). To meet at the following address: **CENTURY 21 Future Realty Inc., Brokerage\*** #103-174 Mill Street, Milton, ONL9T 1S2 (at 5:30 pm)

### Volunteers for On-site Registration, Check in and Packet Pick Up at the Milton Fair Grounds (Sunday, June 1, 2014):

- **Parking & Direction: 2 Volunteers needed at the Milton Fair Grounds to assist with directing people to the designated parking area and ensure smooth traffic flow during the event (in and out of the fair grounds). This shift to last from 7:30 AM – 2:30 PM. Only 1 volunteers needed between 10:30 – 12:30pm. Back to 2 volunteers at 12:30pm – 2: 30pm**
- **Meet & Greet:** 1 volunteer are needed at the Milton Fair Grounds (registration building) to assist with setting up the registration area participants & families entering the registration site , manage flow to the appropriate registration desks (cash payments, debit/credit card payment desk & online registration check in and packet pick up

desk), handing out registration forms, answering any questions participants/ attendees may have (help locating washrooms, questions regarding silent auction (if available)). Volunteers are needed for the following shifts: 7:30 Am – 10:30 am. To report at exhibition building at 7:00 am.

- **5k Walk/Run, 1K Tot Trot & Kid Zone Section Late**

**Registration:** 3 volunteers are needed at the Milton Fair Grounds to assist with registration area set-up, handle onsite registrations for the 1K Tot Trot, 5K Walk/Run & Kid Zone section and collect registration/entrance fees and handing out swag bags to runners and stamping kid zone attendees. Volunteers will also be responsible for packing up materials at the end of the shift and manually entering information into the system for records. Volunteers are needed for the following shifts: 7:30 Am – 2:00 Pm. To report at exhibition building at 7:00 am.

- **5k Run/Walk, 1K Tot Trot & Kid Zone Section Check-in & Swag Bag**

**Pickup/distribution:** 2 volunteers are needed at the Milton Fair Grounds to assist in registration area set-up, checking in pre-registered participants/attendees, stamping kid zone attendees, handing out swag bags and t-shirts to registered runners. Volunteers will also be responsible for packing up material at the end of the shift. Volunteers are needed for the following shifts: 7:30 Am – 10:30 Am. To report at exhibition building at 7:00 Am

- **Course Marshals for 5k:** 10 volunteers are needed from 7:00AM – 12:00PM. Volunteers will be positioned at pre-determined "posts" along the course to direct runners, direct participants to abide by the rules of the road (to stop at all stop signs) , place signage along the course. Course Marshals also monitor the condition of participants and notify event officials by mobile phone in the event of illness or injury on the course. All Course Marshals are required to have a mobile phone available to use at the event. Ending time for the 5k should be no later than 11:45AM. Assist in clean up after the event.

- **Starting & Finish Line Volunteers for 5k & 1K Tot Trot:** 10 volunteers are needed from 7:00AM – 11:50AM to staff the Start Line, assist operations in setting up the Start/Finish area, set-up award area, food & drink area for participants, direct 5K participants to appropriate starting area and make sure they are in position for the

start of the event, hand out water, bananas, pastries and finisher medals to participants as they cross the Finish Line for the 5k & 1K Tot Trot. Volunteers will help with prepping and replenishing the post with race food items for runners and help pack up any remaining items. Moderate Physical Labour involved.

- **Volunteer Check In Tent (7:00Am – 8:30Am) & Participants Check – in area (between 8:30Am – 12:30PM) :** 1 volunteers is needed at the Milton Fair Grounds from 7:00AM – 2:30PM to staff the Volunteer Registration desk and assist with directing volunteers to their assignments. Will also transition to participant check-in/drop off area (to check in belongings for participants if needed during the race). Cards to be provided to volunteers & runners.
- **Water Stop / Aid Station:** 2 volunteers are needed at the Water Station from 10:00AM – 11:45AM to help run the Water Stop along the 5k course. Volunteers will use provided supplies to prep and hand off paper cups filled with water/water bottles and clean up the area putting all discarded cups/rubbish into provided trash bags after they receive report of last participants on Course. Volunteers should be able to lift one-gallon jugs of water. Meet by the Volunteer Tent and then walk over to the water stop. (These 2 will be accounted for as part of the 10 5K course Marshals)
- **Pop Corn Station:** 1 volunteer is needed at the Milton Fair Ground from 9:30 Am – 2:00Pm to staff the pop corn stand. Volunteer will assist with setting up the pop corn station, placing any signage, serving pop corn and clean-up after the event is over.
- **The Children's Aid Foundation donation booths (4) -** 1 volunteer at each booth from 9:30AM – 2:00PM. To set-up booth, to distribute CAFH's sign-up material, provide information about CAFH to Kid Zone attendees, solicit donations for the CAFH. Also responsible for packing up material at the end of the event.
- **Cleanup Crew:** A total of 20 volunteers are needed at the Milton Fair Grounds from 12:15 PM – 2:30PM (Meet at Volunteer Check In Tent). Volunteers will assist in teardown of structures and cleanup of the race area. Requires modest physical labor. Including the course.