

Day of Dash Volunteer Opportunities

For all volunteers- please arrive 15 minutes prior to your scheduled time and check in at the volunteer tent in the Marine Parade Grounds at the Navy Yard (exact location to be sent at a later date), get your volunteer sweatshirt, grab a refreshment, and walk to your designated area. Please allow for extra time for parking.

Set-up

Arrive 5:00am

Shift time 2-3 hours

This role will help Gift of Life staff set up all areas of the Dash. When you arrive on site and check in, you will assist with unloading our equipment truck or helping to organize a specific area of the Dash. This could include putting up pop-up tents, setting out event t-shirts, unloading cases of water and refreshments and more. You may be asked to lift 50lbs and handle light physical labor.

Volunteer Assistant

Arrive 7:00am

Shift time 2-3 hours

This position will assist our Volunteer Coordinator at the Dash by guiding volunteers to their assigned area. This will ensure the volunteer check in process runs smoothly and the Volunteer Coordinator is available to answer questions and assist volunteers. There will be site maps in the volunteer tent. You may need to take people to their assigned area. When all volunteers are set, you could be assigned as a fill in at a different area that needs assistance.

T-Shirt Tent

Arrive on site 7:00am

Shift time 6 hours

This is where participants will receive their t-shirts for the event. When a participant comes to your tent, please ask them what size t-shirt and either grab it or ask one of the shirt runners to grab it for you. This tent stays open until 1:00pm for people that want to pick up their shirt after their event.

Get Involved/Howie's House

Arrive on site 7:00am

Shift time 5-6 hours

While working at the Get Involved tent, your primary role will be to hand out information about Gift of Life and assist people in registering as donors. This may look like discussing programs and services, helping people figure out where they need to go and directing people to the proper tents: day-of registration, pre-registered runners, or T-shirt/Pre-registered walkers will be the main ones.

Team Sign Assistants

Arrive on site 7:00am

Shift time 5-6 hours

This is the area of the Dash where team captains can come to pick up their team sign. In this role, you will be responsible for assisting the team sign leader in distributing team signs. If a team does not have a sign, we will have an area where we will make them one.

When a team captain arrives to pick up their sign, please look up the team name and verify they are the captain (**NOTE: only team CAPTAINS can pick up the sign. If a team MEMBER insists on picking it up, please write their name down on the team list so if someone else from the team comes to pick up the sign, we can tell them who already checked it out**). When they collect their sign, please highlight the team's name on the list to indicate they have picked up their sign.

***We do try to reuse these, so please ask the teams to return their signs after the walk. All leftover signs will be taken back to the office and stored until next year. If a team wants to keep their sign, this is fine. We just really want to prevent people from throwing these away.

In this area, team captains will also receive a "Starburst" which denotes what type of team they are. We will have 6 categories: Living Donor, Recipient, Donor Family, On the Waiting List, Hospital Partner Team & Advocate. Please ask the team captain if they would like a starburst for their sign and which one. Ask the team captain to put the starburst onto the sign in an area where it will be visible during the walk. *NOTE: Teams can have more than one type of starburst.*

Course Patrol/Cheerleader!

Arrive on site 8:00am

Shift time 5-6 hours

Your job during the race/walk is to keep traffic moving on the correct sides of the course so that walkers are not interfering with runners. Please make sure that the walkers stay to the left-hand side so that they do not get in the way of the returning runners. You will be spread along the length of the course and will work with the race consultant where needed.

When you check in at the volunteer tent, you will be given an orange vest and a directional sign to use to help manage runners and walkers. This will help identify you to the crowds as part of our volunteer crew.

You will also be given a lanyard with important numbers on it. **If someone needs help while on the course, please call the EMS number first to come assist.** If you have a general event question, please call the correct person listed on the list.

**** All Course Volunteer pairs MUST have a cell phone on them at all times.**

**** Please make sure to return your vest at the volunteer tent before you leave.**

Photographer Assistants

Arrive on site 8:00am

Shift time 5-6 hours

This is the area of the Dash where teams take a group photo. You will be located at the Team Photos area to help the photographers gather & stage team members before, during and after the race. Team photos will be taken on a first-come, first-serve basis.

One person will be needed to help direct teams where to go. When a team captain arrives with their team for a photo, please direct them to the next available photographer. There may be a line, so teams will have to wait.

Other volunteers will be needed to help the photographers manage the teams while taking their team photo. Work with the photographer to help relay messages to the team and direct them where to stand. Although you will be using a megaphone to rally teams, it is helpful if you have a loud voice and can draw folks over to where they need to be.

Water Distribution

Arrive on site 8:00am

Shift time 4-5 hours

You will be distributing water to the runners on the course during the event. We will set up 1 water stop on the course at the race turnaround and one at the finish line. Water stop volunteers will be taken out to the course while we are dropping off the supplies for the water stops.

You will help set up the water stop tables. Once the tables are set up, line the table with empty cups and fill them halfway with water. When the race begins, hand out water to runners as they go by. Please always stay behind or next to the table and do not get in the direct path of a runner.

NOTE: Wear gloves at all times while filling and handing out water.

Keep in mind that the runners will throw the cup on the ground as they finish. Please be prepared to collect these cups (using the rakes we provide) and put them in the trash bags provided. We cannot leave these cups lying around the area or we will be fined.

Volunteers at the finish line will hand out bottles of water to runners as they finish the race. There will be 1 pallet of water dropped near the finish line. Grab several bottles of water, and hand them out to participants as they finish the race.

Tribute Area

Arrive on site 7:30am

Shift time 5-6 hours

This area of the Dash is where people can go to tell us who they are “Dashing” for. Your role is to encourage Dash participants to share their connection to donation or transplantation. Ask individuals to fill out the form, “I Dash for.....” and then help them attach the paper to the clothesline.

On-Site Registration

Arrive on site 7:30am

Shift time 3-4 hours

This is where runners and walkers who didn't pre-register can register for the Dash. In this role you will guide people through the registration process on their cell phone or an available computer. You may also need to process cash or check registrations.

Cost & Payment

Day-of registration for the Dash is \$45 for the runs, \$40 for the 3K walk, and \$25 for 6-13 year olds for the 3K walk. We accept credit cards, Venmo, PayPal, cash, and checks as forms of payment. If someone wants to pay by check, please make sure their check is made payable to "Transplant Foundation" with "Donor Dash" listed in the memo. If they want the donation to go to a specific team also note that on the memo.

Here are the steps you should follow to register someone on-site:

Registering with cash or check:

1. Have them fill out a registration envelope
 - a. *Please make sure all areas are clear and legible (specifically Name, Race, Age and Sex)*
2. If they are running the 5K or 10K assign them a bib #
 - a. You will have a pile of blank bibs next to you. When someone registers, take a blank bib off the pile and write the bib number in on their registration form. This is now their race bib.
3. Take their registration envelope and tear off the white top copy.
4. Place the envelope (with the yellow copy attached) in the big bins in the center of the tent
5. Give the white form to the Lin-Mark representative in the tent

Registering with credit card:

1. Have them follow the instructions on the computer for registration or use their cell phone to complete the registration process.
2. If they are running the 5K or 10K- assign them a bib #
3. You will have a pile of blank bibs next to you. When someone registers, take a blank bib off the pile and write the bib number in on their registration form. This is now their race bib.
4. *NOTE: If they are walking assign them a bib number over 7,000 so we know it is a fake bib*

"I would like to turn in donations"

On-Site registration is where we are directing participants to go if they have donations they would like to turn in at the Dash.

If someone comes to you and wants to make a donation, please have them fill out a donation envelope with the following information clearly written on the form:

Participant Name

Team Name

When they are finished completing the envelope, have them place the donations inside and seal the envelope (*please let the participant handle all donations until they are sealed in the donation envelope*). When they hand you the envelope, place it in the bins in the middle of the tent.

Pre-Registered Runners

Arrive on site 7:30am

Shift time 3-4 hours

This is where pre-registered runners will check in. We will have all pre-registered runners' bibs separated by last name and broken down into manageable stacks in alphabetical order. When a runner checks in, find their bib and hand it to them. If a runner checks in and doesn't have a bib, we will create one for them on the spot.

"I am a pre-registered runner"

Here are the steps you should follow for a pre-registered runner:

1. Ask for their name
2. When you find their name, tear off their bib and hand it to them
3. Remind them to take pins for their bib

"I want to change my registration"

There will be a few people who want to change their registration on the day of the race. There will be a form (*ask area captain*) for you to fill out when runner would like to make changes to their registration.

If a runner comes up to you and wants to change their race please add the following information to the form:

- Runners name
- Bib number
- Change to be made

NOTE: If a runner wants to change from any of the running races to the 3k walk, there is no change that needs to be made.

A change only needs to be made for the following:

- 3k to 5k/10k
- 5k to 10k
- 10k to 5k

When the changes are made, make sure they have their new bib.

Heartman and Assistant

Arrive on site 8:00am

Shift time 2 hours (3 shifts 8:00am- 10:00am and 9:45am-11:45am, 11:30 – 1:30pm)

Your role is to dress as our mascot Heartman and/or act as his handler (volunteers work in pairs). Anyone dressing as Heartman should be accompanied by a handler at all times. The handler will help Heartman navigate his way around, and will make sure that Heartman stays out of harm's way (including children running at him from behind)!

No one who has received an organ, has a suppressed immune system, has serious asthma, or has any other serious medical condition that could be exacerbated by the costume may dress as Heartman. We will provide you with a schedule of events and locations where Heartman will need to be for photos.

Food Tent

Arrive on site 8:00am

Shift time 3-4 hours

This is where participants will come to get water and snacks during the event. Your primary responsibility will be to help set up the food, hand out food and drinks to participants, keep the area clean during the event and to help break down the area. Food to be distributed includes: granola bars, and water.

Kids Fun Run

Arrive on site 9:00am

Shift time 1-2 hours

In this area, you will help the Kids Fun Run captain set up the course by placing fencing along a straight path, giving the kids a long stretch to run down. The course will be on the grass at the Marine Parade Grounds that you'll need to

After the course is set, you will need to help organize the kids into groups of runners, have each parent sign the participation waiver for the race and show parents where they can meet their child at the end of the race, and hand out medals to participants.

Clean Up

Arrive on site 12:45pm

Shift time 1-2 hours

You are responsible for ensuring all areas are clean and materials are returned to the truck. This could include loading the leftover food and water, picking up and bagging trash, breaking down and stacking tables and chairs, and breaking down and loading signage. We will have a schedule of when each area needs to be broken down.