

NJ SHARING NETWORK 5K CELEBRATION OF LIFE

Volunteer Assignments & Descriptions

Bag Drop Attendant

Location: Bag Drop Tent

Assignment instructions:

- Place participant items in a clear NJSN bag.
- Write the participant bib number on an index card and staple it to the bag.
- Place the items in the bins in numerical order.
- When the participant returns to collect their items, please match their bib number with the correct bag.

Course Route Marshal

SAFETY VEST REQUIRED: *You will receive a course marshal 'kit' and safety vest at check-in. Please wear the safety vest at all times. Please return your vest after your shift ends at the information tent.*

Location: Various positions along the course route, start and finish lines.

Assignment instructions:

- All Course Marshals should report to the START LINE at 7:15am for a meeting with the Course Director.
- After a brief meeting, you will be escorted to your assigned position along the course route.
- While at your assigned position, you are responsible to ensure all participants are walking along the route, which may be divided by cones and/or barricades. Encourage safe distancing.
- Each Course Marshal will receive pom-poms and a bell at the start of your shift. Please use these to cheer on participants as they run or walk by!
- For emergencies, locate the nearest police officer and/or call 911.

***Please bring your cell phone with you while you are on the course during event day. If you spot any logistical issues on the course, please contact David Schwartz (call/text 551- 427-5567) or Beth Shubert (call/text 201-206-8963).**

Course Route Water Stations

Location: Various stations on the Course Route.

Assignment instructions:

- All Course Route Water Station attendants should report to the START LINE at 7:15am. Volunteers need to be at their water stations by 8:00am.
- It is imperative that the water stations be set up immediately.
- Each station will have 2 tables. When setting them up, leave a full table's length between each table. This will help avoid crowding.
- For the USATF Certified Race, cups and water jugs will be provided.
- Please fill cups with water and line them up on the tables. You will be given detailed instructions on how to set up these tables by the Course Route Director on the morning of the event.
- For the Walk, water bottles will be provided. Please line up the tables with the bottles and unscrew caps for participants.
- Volunteers should place cups of water and water bottles out on the tables for the race and walk respectively—as attendees pass by they can take one. Restock as they are being taken from the table.
- There will be a garbage can near each water station. Please ensure your area is kept clean and free of littered bottles.
- If you are running out of water at your station, please contact John Keating at (551)-689-2430 immediately.

***Please bring your cell phone with you while you are on the course during event day. If you spot any logistical issues on the course, please contact David Schwartz (call/text 551- 427-5567) or Beth Shubert (call/text 201-206-8963).**

Event Site Water Stations

Location: Refreshment and Water Tents

Assignment instructions:

- Make sure the table is stocked with water bottles for event attendees at all times.
- Please ensure your area is kept clean and free of littered bottles.

***If you are running out of water at your station, please contact John Keating at (551) 689-2430.**

Information Tent & Volunteer Check-In

Location: Information/Volunteer Tent

Assignment instructions:

- Volunteer Check-In list will be provided in two ways: alpha order by LAST NAME and also by ASSIGNMENT.
- Assist volunteers with check-in process and volunteer t-shirt distribution. Direct volunteers to their assigned station using the check-in sheets and event maps provided.
- **Note:** Parking Attendants should report to the Main Stage at 6:45am
- **Note:** Course Water Stations and Course Route Marshal volunteers should report to the START LINE at 7:15am.
- Answer general participant questions to the best of your ability, using the maps and information in tent binder.

Kid's Corner

Location: Kid's Corner Tent

Assignment instructions:

- Oversee children activity stations (sand art, coloring, etc.).
- Direct children to various activities and assist them as necessary.
- Ensure all craft materials are ready and stocked at all times.
- Help participants create and fly their special kites.
- Please make sure the tent is kept neat and orderly.

***If a child is reported missing, locate the nearest police officer and/or call 9-1-1.**

NJ Sharing Network & Sponsor Village Tent

Location: NJ Sharing Network Tent

Assignment instructions:

- Help families find their loved one's Quilt using the Quilts of Love binder. Quilts are numbered and on display throughout the entire tent, so you may need to walk with them to wherever their Quilt is located.
- Encourage participants to dedicate a stone in honor, in memory or in support of someone.
- Encourage participants to sign the NJ Sharing Network flag; they can write any message they'd like!
- Encourage participants to wear one of our NJSN Connection Pins (Donor Family, Recipient, Waiting, Hospital Partner, etc.)
- Encourage participants to visit the Living Donor and Team Liberty Table.

Parking Attendant

SAFETY VEST REQUIRED: *You will receive a safety vest at check-in. Please wear the safety vest at all times during your assignment as a Parking Attendant.*

Location: Various Parking Lots

Assignment instructions:

- Report to the Main Stage at 6:45am for a meeting with police and parking attendants.
- Once you have received your lot assignment and Safety Vest, please report directly to the appropriate lot.
- You are responsible for directing traffic into your assigned lot and/or moving traffic cones when appropriate.
- Do not direct cars to a specific parking spot; they can park wherever there is space.
- Please stay at your lot until you are instructed to return to the event site. Times will vary, depending on your lot assignment.
- Please return to your assigned lot by 11:30am to assist in people exiting the event. You will remain here until the last shuttle leaves the event site at 12:30pm.

***For parking issues, please contact Beth Shubert (call/text 201-206-8963).**

Participant Check-In

Location: Participant Check-In Tent

***TEAM and INDIVIDUAL check-in are located in the same tent.**

Assignment instructions:

- This tent is for pre-registered individuals AND team members.
- LINE CONTROL: Please direct participants to the correct alpha line to avoid crowds. There will be 10 Check-In Stations—Each station will oversee a range of letters:
 - A-B (Team Name)
 - C-D (Team Name)
 - E-F (Team Name)

- G-H (Team Name)
- I-L (Team Name)
- M-O (Team Name)
- P-R (Team Name)
- S-Z (Team Name)
- #s and Symbols (Team Name)
- Individuals (Last Name)
- Two lists will be provided at each station – All TEAMS and all PARTICIPANTS.
 - Team lists will be in alpha order by TEAM NAME. Please reference the individual participant list if a participant does not know their Team Name.

“TEAM” and “THE” have been excluded from the alpha listing. For example “Team NJ Sharing Network” will be found under “N”.
 - Individual participants will be listed in alpha order by LAST NAME and should be directed to the last station.
- For Team Members: Please check off the participant’s name on the team roster in the folder and hand them a bib from inside the packet. If they are a WALKER, they can receive any bib in the packet. If they are a RUNNER, there will be a custom bib with their name and a time chip in the team folder. Remember to give safety pins (2-4 per bib).
- For Individuals: Please check off the individual’s name on the master list and hand them a bib. If they are a WALKER, they can receive any bib from the stack. If they are a RUNNER, there will be a custom bib with their name and a time chip. Remember to give safety pins (2-4 per bib).
- Participants may check-in for another individual. Make a note on the master list of who checked in on their behalf. Get a phone number as well for the person picking up multiple bibs.
- ***REGISTRATION ISSUES?**
 - If you cannot locate the participant’s name on the TEAM or INDIVIDUALS list, please direct them to the *Registration Help Desk* at the Day-Of Registration Tent.
 - If the person is assigned incorrectly as an individual or as a member of the wrong team, make a note on the Corrections Sheet and let them know we will update the information on the website on Monday.

Refreshment Tent

Location: Refreshment Tent

Assignment instructions:

- Tables should have refreshments ready and stocked at all times throughout the entire event.
- Keep perishable items in the provided coolers.

***If any issues arise regarding the cotton candy or popcorn machines, please contact Beth Shubert (call/text 201-206-8963).**

Start/Finish Platform Speaker

Location: Start/Finish Area Platform

Assignment instructions:

- Report to designated platform at 8:15am for the USATF Certified Race and 9:45am for the Walk.
- Cheer on runners and walkers as they pass by. Use megaphone provided.
- Pay attention to participant shirts and large groups and give shout-outs to specific teams as they pass by the platform.

T-Shirt Distribution Tent

Location: T-Shirt Tent

Assignment instructions:

- T-shirts will be sorted by size.
- Registered participants and contributors may receive multiple t-shirts upon request. Participants may exchange their shirt size.