



CATnip Friday 5k Volunteer Opportunities

Friday, August 14, in Sherwood

Interested? Contact Kristi at kristib@catadoptionteam.org

CAT volunteers, community volunteers, friends, and family are welcome to help with this event. We ask that youth volunteers be 16 years or older.

Volunteer opportunities prior to day of event (tba)

6 – 10+ volunteers needed for all these opportunities

Participant bag stuffing

Place all items into participant bags and have them ready to go to the event

T-shirt organization

Sort event t-shirts into categories: pre-purchased and pledge-earned

Pre-registration packet preparation

Put bags, bibs, and t-shirts (if appropriate) together for pre-registrants to pick up off site

Volunteer opportunities Friday, August 14:

All Event Day volunteers (but for event set up) should assume they will be asked to help in other areas after their shift is over or if their area is winding down. Please factor in that flexibility so we can make this event a success.

AM Food Prep 9 – 11 am at CAT. You will be cutting and plating the fruit and other food that will be available for participants after the event. Please bring a sharp knife or two as CAT doesn't have any.

3 volunteers

Event set up 11 – 5 pm Assist with preparing the site and course for the event: hanging signs, placing tables, putting on tablecloths, set up CAT's booth, unlock bathrooms, set up start and finish lines, put out course signs, prepare vendor registration, prepare participant registration, etc. Must be able to take and follow direction; work unsupervised; switch gears mid-stream; lift heavy objects. (will be able to participate in 5k if registered)

6 volunteers

Participant registration/check in and t-shirt sales in 4 – 7:30 pm Volunteers will receive orientation at 4:10 pm covering registration, money collection, form completion, etc. Registration volunteers should be organized, flexible, able to work under pressure, follow instructions, and think on their feet. You will check off names of pre-registered participants; provide T-Shirt if pre-purchased; provide with race number and 2 safety pins; collect fees; direct participants to the start line; encourage participation in pre and post-event activities; collect pledges; and assist with filling out registration forms. And some volunteers will specifically be selling shirts to those who did not pre-purchase or get free with pledge gathering.

4 volunteers registration/2 t-shirt sales –volunteers can be moved around to other positions but one person always needs to be present; some may be able to participate in 5k if registered.

Bag / key check 4:30 – 9:15 pm. This secure area will be for runners/walkers to leave their valuables while they participate in the 5k and street mile. Must be organized and remain at the booth until all belongings have been given back to participants

3 volunteers

CAT info booth (CAT volunteers only) 4:30 – 9:15 pm Provide information about CAT to event participants; take pledge money (if they didn't drop off at registration); sell items from CAT's Boutique (which may include CAT logo wear and some other small items). You will need to have a good knowledge of the shelter and be an outgoing people person.

2 volunteers

Event Photographers 4:30 – 9:15 pm. While there will be a professional race photographer taking photos of each participant as they cross the finish line, CAT needs photos to capture the atmosphere of the event. You will be taking candids of event participants, venue photos, race photos, sponsor/vendor shots, and photos of volunteers having fun. You must be an experienced photographer, outgoing, unafraid to stage shots or get people's attention (and their names if appropriate), have your own digital camera, and provide CAT with digital images of the highest resolution to use to promote the event and on the event's web site. You will be provided with a shot list to help capture all the images CAT desires.

4 photography volunteers

Food Table 4:30 – 9:15 pm Put out the prepared food after run for the participants; keep area clean; refresh platters as needed. This will also be a "first aid station" for after the run. There will be medical supplies stationed here to help runners if they need.

2 volunteers

Course Monitors 4:30 – 9:15 pm. You will need to be assertive; recommend only adults or adult/kid combos. Volunteers for this job must be able to stand for long periods, problem solve, follow instructions, and be courteous and polite even if treated rudely. You will be given instructions to provide drivers for alternate routes around the event. Report any injuries or incidents to event staff. Check on participants as they pass your area. Set out any cones or arrows as needed. Keep the walkers moving through your area - if you are at a corner, assist them in what direction they are to proceed. Cheer on all participants. Remain in position with your cones and barricades in place until instructed to open your intersection

10 - 25 volunteers / 3 team leaders

Water/Aid Station 4:30 – 8:30 pm Provide water to participants as they cruise through the course. You will fill small cups, offer them as runners/walkers speed by, pick up trash (keeping area extremely tidy). You will set up your area and tear it down when instructed. You must be able to stand for a long period and work as team to hand out the water efficiently and effectively.
3 - 5 volunteers

Start/Finish line monitors / timers 4 – 9:15 pm You will be keeping runners/walkers behind the start line; putting the runners first then the walkers; you will also assist with the timed finish and will receive detailed instructions on helping with that key aspect of this 5k. Volunteers will need to be loud and cheerful. Volunteers must be able to stand for a long while and not be shy at directing people to the correct locations. Make sure there is a human participant for every dog and that every participant is wearing the official "number" that indicates they paid the entry fee. Keep participants behind the fencing until instructed to allow them to move onto the road.
6 volunteers

Custodial service 4:30 – 9:15 pm. Help CAT keep Sherwood High's property clean and tidy during this event so we will be able to use it again. You may be picking up garbage, emptying trash cans, providing baggies for dog owners to pick up their pet's waste, picking up un-attributed dog waste, and providing other services as may be needed including a final check of the area and the High School facilities to ensure they are tidy
2 - 3 volunteers

Floaters 4:30 – 9:15 pm To be there to help where-ever there is a need **3 volunteers**

Sweepers 7 – 9:15 pm You will be walking/jogging the course at the end of the pack to inform the course monitors and aid station volunteers that all the participants are done, help gather event signage and items, and signal the end of the run/walk.
2 volunteers

Event tear down 8:30 – 10 pm Volunteers for this assignment should be strong, able-bodied, and able to lift 30 pounds or more. You will begin tear down of the event as soon as festivities are complete. In general, you will: clean up, pick up trash and break down cardboard garbage boxes, tie up garbage bags and place in dumpster, remove table coverings, take down banners and signage, empty and rinse wading pools, retrieve race course markers, pack up items to be transported, load truck And follow us over to CAT to help unload items in to the CAT warehouse. Can participate in the 5k prior to helping out – if registered.
8 volunteers