



CATnip Friday 5k Volunteer Opportunities Friday, August 13, in Sherwood At Sherwood High School

Interested: email saraho@catadoptionteam.org to sign up

CAT volunteers, community volunteers, friends, and family are welcome to help with this event. We ask that youth volunteers be 16 years or older. You may be able to perform more than one task depending on the timing. And you may also be able to participate in the run/walk depending on the task you choose. Visit catnipfriday5k.org for event details.

Volunteer opportunity on Monday, August 9:

Participant bag stuffing; t-shirt organization at CAT

10 volunteers

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

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

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

Volunteer opportunities Friday, August 13:

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.

Event set up 1 – 5 pm

6 – 8 volunteers

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. Meet CAT at Sherwood High track

Vendor / sponsor / volunteer check in 3:30 – 7 pm

2 volunteers

Check-in vendors and sponsors and direct them to assigned spaces. Check-in volunteers, provide them with their assignments and meeting location. Need great customer service skills. You may also be asked to help with other tasks as the volume of participants increases close to the race start.

Participant registration and check and t-shirt sales in 4 – 7:30 pm

10-12 volunteers

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. Pack up area before leaving

Bag / key check 4:30 – 9:15 pm (may be released earlier)

2 volunteers

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. Participants start showing up at 5 pm

Food / Water Table 4 – 9:15 pm (may be released earlier)

4 - 6 volunteers

Sell bottles of water prior to run; cut and plate the fruit and other food that will be available for participants after the 5k and then putting out more after the Miler. Providing water to participants. Please bring a sharp knife or two as CAT doesn't have any.

Course Monitors 4 – 9:15 pm (may be released earlier)

25 volunteers

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. Bring your own chair.

Aid Station 4 – 9:15 pm (may be released earlier)

5 volunteers

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.

Start/Finish line monitors / timers 4 – 9:15 pm (may be released earlier)

6 volunteers

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.

Custodial service & floater 5 – 9:15 pm

2 - 3 volunteers

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.

Event teardown 8:30 – 10 pm

8 volunteers (ideally event volunteers willing to stay a bit longer)

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.

For more information about the CATnip Friday 5k, visit catnipfriday5k.org.