

****Contact Sheril Miller at 423.499.9155 or smiller@komenchattanooga.org for more information**

2012 Race Registration Team Volunteers Needed:

Data Entry: Although online registration is faster and easier, many people still prefer to register using the paper form. We need people to enter the information from the paper forms into the online database (you will get no financial information). You can do this from your own home and own computer in September.

Chip Packet Assembly: We need volunteers to help us put together the race packets, matching bib numbers with the associated registration and timing chip. We do this at our office -- it's casual, but accuracy is very important.

Team Box Assembly: We need volunteers to help us put together boxes for registered teams containing that team's t-shirts, chip packets (for runners), id bibs (for walkers), pins, etc. We have teams ranging in size from 10 – 200+ so pre-packaging their items makes it easier for everybody on race day.

Registration/Package Pick-up: On the Thursday and Friday before the race we are open for business. We need volunteers to look up registration information and handout t-shirts, walk bibs, and those runner packets we put together at Chip Packet Assembly.

Registration Set Up: We get to the Arena bright and early on race day to get the registration area ready, make sure our sponsor representatives have everything they need, prepare the merchandise table, sign in volunteers, etc. There is lots of set up to do.

Registration Volunteer Check In: We need people to help check in the rest of the volunteers, hand out their special volunteer t-shirts make sure they know where to go, etc.

Race Day Registration: Lots of people pick up their packets and register on race day. We need lots of people to sort t-shirts, hand out bibs, take registrations, etc. The line can get long and the more helpers we have the better off we are.

Race Day Cashiers - Take in and be responsible for cash and credit card payments

Race Day Cashier back up - Be the back- up/assistant to the Cashier

Pledge Table: We need a few people to accept pledge money. This is one of the few sitting down jobs we offer.

Registration Clean Up: After the event we need to pick up our mess. We need people to pick up the stray water bottles, etc. from the arena area. It is our responsibility not to leave a mess, and we take it seriously.

Registration Pack Up: All the items we moved to the Arena -- some of it needs to be packed up and put on the truck to be returned to our office. Again, two crews would be great; one to the office to load the truck at the Arena and the other to unload the truck at our office. Muscle is very welcome.

Cashier/Package Pick up - Take in the Cash and Credit Cards during Packet Pick up