

SAMPLE VOLUNTEER SCHEDULE

	Mark & Unmark Routes
	1
	2
8:00a.m.-10:30 a.m.	Donation Pick Ups
	1 3
	2 4
7:30 a.m.-9:00 a.m.	Event Set up
	1 4
	2 5
	3 6
8:30 a.m.-10:30 a.m.	Security
	1
7:00a.m.-10:30 a.m.	Check-in Captain (key volunteer, preferably a committee member)
	1
8:00a.m.-10:30 a.m.	VIP Check-in for walkers or Team Captain Check-In (optional)
	1 3
	2 4
8:00a.m.-10:30 a.m.	Volunteer Check-in
	1
	2
8:00a.m.-10:30 a.m.	Walker Check-in
	1 6
	2 7
	3 8
	4 9
	5 10
8:00 a.m.-12:00 p.m.	Photography
	1
	2
8:30 a.m.- 11:30 a.m.	Start/Finish Line Breakfast
	1 3

2	4
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8:00 a.m.-12:00 p.m.	Advocacy Table
1	
2	

8:00 a.m.-12:00 p.m.	I Walk with MS Table
1	
2	

8:00 a.m.-10:30 a.m.	Greeters (direct participants to Walker IDs, Check-in tables, etc.)
1	3
2	4

8:00 a.m.-10:30 a.m.	Incentive T-Shirt Table
1	3
2	4

7:45 a.m.-10:30 a.m.	Envelope Processors/Sweeper (collect money from check-in tables)
1	
2	

10:00 a.m.-1:30 p.m.	Massage Therapists
1	3
2	4

8:30 a.m.-12:00 p.m.	Event Emcee
1	

8:30 a.m.-12:00 p.m.	Event DJ
1	

8:30 a.m.-12:00 p.m.	Media Spokesperson
1	

10:00 a.m.-12:00 p.m.	Finish Line Cheer/Completer Bags/Clean-Up
1	5
2	6
3	7
4	8

FINISH/LUNCH CREW

10:00 a.m.-3:00 p.m.

Lunch/Beverage Tables	
1	5
2	6
3	7
4	8

ROUTE

Ham Radio Operator (must provide their own HAM radio) - one per rest stop

8:30 a.m.- 12:00 a.m.

Start/Finish HAM
1

8:30 a.m.- 12:00 a.m.

Sag Vehicle HAM:
1

8:30 a.m.- 12:00 a.m.

Rest Stop HAM:
1

9:00 a.m.-1:00 p.m.

Crossing Guards (will receive location when they check-in)	
1	3
2	4

8:00 a.m.- 12:00 p.m.

Supply Vehicle Driver (must have valid driver's license)
1
2

REST STOP CREWS

Food/Water Tables - Five people per rest stop

9:30 a.m.-11:30 a.m.

Rest Stop #1:	
1	3
2	4

9:30 a.m.-12:00 p.m.

Rest Stop #2: If applicable	
1	3
2	4

First Aid (must be certified) - One per rest stop

9:30 a.m.- 11:30 a.m.

Start/Finish Line First Aid
1

9:30 a.m.-11:30 a.m.

Rest Stop #1 First Aid:
1

9:30 a.m.-12:00 p.m.

Rest Stop #2 First Aid: If Applicable

1
