

**3rd Annual HUFFING FOR STUFFING
THANKSGIVING DAY RUN
November 26, 2009**

VOLUNTEER INFORMATION

**Be part of the excitement of the 3rd Annual
Huffing For Stuffing Thanksgiving Day Run!**

100+ Volunteers are needed! WE NEED YOUR HELP!

All volunteers will receive a free micro-fiber race shirt, share in all the fun, and will be entered to win a terrific top-prize from our sponsors!

To Volunteer: Please review the position descriptions below and choose an area in which you would like to help. Consider asking your family, friends & co-workers to join you. Download the Volunteer Sign-up Form from our website, www.huffingforstuffing.com, complete the form and mail it to the address below, or email us at: huffingforstuffing@yahoo.com. Please indicate your name, phone number, email address, position desired and cell phone number. Volunteers are asked to attend a pre-race training meeting (pizza party!) the week before Thanksgiving and to have cell phones handy for race-day communications.

Please mail the completed volunteer form to: HFS Race, c/o John Dudas, 1757 Highland Blvd, unit 1, Bozeman MT, 59715

Volunteer Positions Needed:

***Packet Pickup at Baxter Hotel/Bacchus Pub (Mon, Tue or Wed) (qty 30):**

Packet pickup will be at the Baxter Hotel (care of our friends at the Bacchus Pub!) from Monday – Wednesday (11/23 – 11/25) from 11:00am – 7:00pm each day. We ask 3 to 4 volunteers to be available on site during these hours to register participants and distribute race packets and shirts. Drinks will be provided.

Time needed: Shifts: Mon-Wed: 11:00 AM – 2:00 PM, 2:00 PM – 5:00 PM, 5:00 PM – 7:00 PM

***Wednesday Setup at the Museum of the Rockies (qty 6):**

The day before Thanksgiving, we ask 6 volunteers to help us set up the Staging Area at the Museum of the Rockies. This involves helping to assemble the scaffolding and other equipment at the Start/Finish Line area, setting up tables and gear in the tents, and picking up borrowed equipment from donor locations. Please provide a pickup truck.

Time needed: Wed: 1:00 PM to 5:00 PM

***Race Day Volunteer Coordinator (qty 1):**

We ask 1 volunteer to serve as the chief coordinator of volunteers on race-day by welcoming volunteers upon arrival, directing them to their assigned areas and Functional Leaders, and answering general questions. This volunteer should be knowledgeable about the race-day happenings. Time needed: 6:30 AM to 11:00 AM

***Race Course Coordinator (qty 1):**

We ask 1 volunteer to serve as the chief coordinator of volunteers along the race courses to ensure that all important intersections and water stations are properly staffed and to address questions and concerns among the Course Flaggers and Water Station Volunteers. Please provide a vehicle or bicycle. This Volunteer needs to be familiar with the courses. Please print the course maps from our website.

Time needed: 8:00 AM to 10:30 AM (or whenever last participant finishes).

***Course Set-up and Retrieval (qty 4):**

Early Thanksgiving morning, we ask a team of 2 volunteers to help set up the course, including setting up traffic cones, traffic signs, and delivering water jugs, tables and supplies to the water stations along the courses. Another team of 2 volunteers will retrieve this equipment afterward. Volunteers need to be familiar with the courses. Please print the course maps from our website. Each team is asked to provide a pick-up truck.

Time needed: Set-up time: 6:00 AM to 7:30 AM, Retrieval time: 10:30 AM to 11:30 AM (or ASAP after races).

***Race Day Registration & Packet Pickup (qty 10):**

We ask 10 volunteers to manage Race-Day Registration and Packet Pickup at our staging area at the Museum of the Rockies. This involves ensuring that the Registration Form is complete and legible, collecting the entry fee, distributing race packets and addressing questions and concerns.

Time needed: 7:00 AM to 9:00 AM

***Information Table Volunteers (qty 2):**

We ask 2 volunteers to man the Information Table at our staging area at the Museum of the Rockies by greeting people and answering questions. Volunteers should be friendly and be knowledgeable about the race-day happenings.

Time needed: 7:00 AM to 10:30 AM

***Start/Finish Line Set-up Volunteers (qty 15):**

We ask 5 volunteers to help prepare the Starting Line area before the races start, including setting up the Starting Line equipment and barricades, tables, water and food, hanging sponsor banners and general help. We ask 10 volunteers to help clean up after the races, including disassembling and packing up equipment, sweeping up hay and general cleanup of the entire area.

Time needed: Before races: 6:00 AM to 8:00 AM, After races: 10:30 AM to 12:30 PM

***Event Parking / Traffic Flow Volunteers (qty 6):**

We ask for 6 volunteers to assist with vehicle parking by directing traffic flow to the appropriate parking lots at the Brick Breeden Fieldhouse and the Football Stadium. Volunteers will prevent vehicles from entering the Museum of the Rockies parking lot and S 7th Ave to the south of Kagy Blvd since parking is not permitted in these areas.

Time needed: 6:45 AM to 9:15 AM.

***Bicycle Pace Leaders & Safety Patrols / Sweep (qty 4):**

We ask 2 brightly dressed and speedy bicyclists to lead the field of 5K and 10K participants. Pace leaders must be familiar with the courses and be able to stay comfortably ahead of the lead runners without interfering with the pace of the races. We ask 2 additional bicyclists to serve as safety patrollers and “sweepers” for each course. They will ride the course to check on participants’ safety and will remain on the course by following the last participant toward the Finish Line. The courses are pavement surface except for 150 yards of packed dirt trail that connects Westridge and S 7th near the end of the courses. Please print the course maps from our website. The use of bicycles is dependent upon the weather and condition of the roads.

Time needed: Bicycle Pace Leaders: 8:30 AM to 10:00 AM Bicycle Sweepers: 8:30 AM to 10:30 AM.

***Water Station Volunteers (qty 15):**

We ask 15 volunteers total to man the water stations located at the Start/Finish Line, Wagon Wheel Rd and Peace Pipe Dr. Volunteers are responsible for setting up the station, preparing drinks and cups, distributing drinks and assisting race participants in a friendly, efficient manner, picking up litter and emptying trash after the races. Please wear hearty smiles and shout encouraging words to the participants! Print the course maps from our website to verify location of water stations.

Time needed: Start/Finish Line station: 8:00 AM to 10:30 AM, On Course Stations: 8:30 AM to 10:00 AM (when last participant passes by).

***Course Flaggers (qty 10):**

We ask for 4 officially Certified Flaggers and 6 “Civilian Flaggers” to be stationed at key intersections throughout the race courses. Your responsibility is to control vehicle traffic in order to ensure participants’ safety and direct participants at turns along the courses. Please wear hearty smiles and shout encouraging words to the participants! Volunteers must be familiar with the courses. Please print the course maps from our website.

Time needed: 8:30 AM to 10:30 AM (when last participant passes by).

***Finish Line Volunteers (qty 3):**

We ask for 3 volunteers to assist the chip-timing company at the Finish Line. 1 volunteer will provide computer data entry of all participants who register on race-day. 1 volunteer will assist the timing company by providing manual backup of finishing times. 1 volunteer will maintain order at the Finish Line and keep the area clear of spectators.

Time needed : Data entry volunteer: 7:30 AM to 10:00 AM Other Finish Line volunteers: 8:30 AM to 10:30 AM.

***Raffle Prize Table Volunteer (qty 1):**

We ask for 1 volunteer to man the Raffle Prize Table by providing prize winners with their awards donated by our invaluable sponsors.

Time needed: 8:00 AM to 11:00 AM.

***General Help Volunteers (qty 3):**

We ask for 3 volunteers to be available in a floating role to provide general help as requested by the Volunteer Coordinator and Race Committee members in order to ensure the safety of participants and to maintain smooth operations.

Time needed: 7:00 AM to 11:00 AM.

***Digital Photographers (qty 2 or more):**

We ask at least 2 digital photographers who would like to shoot candid photos before, during, and after the event, including the Awards Ceremony. There will be plenty of activity and opportunity for memorable scenes and views. Your photographic creativity is encouraged! We kindly ask that you provide the Race Director with a CD-Rom copy of your photos afterward so they can be displayed on our event website. Please stay off the course so as not to endanger yourself and the participants.

Time needed: 8:00 AM to 11:00 AM

***Where ever needed – I Just Want to Help!**

If you would like to Volunteer in any capacity or have any questions, comments or concerns please contact us via the website submission form, email or phone. We need you and we appreciate your support! Give us your ideas about how we can improve Huffing For Stuffing!

Huffing For Stuffing is all about FUN and COMMUNITY SUPPORT. If you have an idea or special talent that would enhance the HFS experience please contact us! Thank you for supporting our cause!

