

5th Annual HUFFING FOR STUFFING

THANKSGIVING DAY RUN - 2011

Volunteer Position Descriptions

Be part of the excitement of the 5th Annual Huffing For Stuffing Thanksgiving Day Run! 200+ Volunteers are needed! WE NEED YOUR HELP!

HFS is volunteer driven, requiring more than 200 Volunteers. Volunteers are essential to HFS' continued success. Volunteers are needed to help with more than two dozen duties that occur before, during and after the event on Thanksgiving Day, spanning September through December. Many Volunteers serve in multiple capacities and also run or walk the event. All Volunteers will receive the same long-sleeve micro-fiber race shirt as participants, are welcome to indulge in the generous spread of refreshments and will be entered to win a top-prize from our sponsors!

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

Please mail the completed Volunteer Sign-Up Form to: HFS Race, c/o Dee Metrick, 314 N 17th, Bozeman MT, 59715

Volunteer Positions Needed: Before Thanksgiving Day

***Direct Mail Prep (qty 15)**

Volunteers are needed to label and tab up to 4,000 direct mail brochures to our membership in order to facilitate registration. Labels, tabs and brochures will be provided. This task should take 3 to 4 hours and will be completed during mid to late September.

***Raffle Prize Solicitors (qty 3)**

Volunteers are needed to solicit raffle prize donations from local organizations. A list of prior year donors will be provided. Our experience is that many organizations are happy to donate prizes to our event that supports the Gallatin Valley Food Bank; they just need to be asked and followed-up with. 200+ prize donations are sought. This task can be completed on your own timeline between September and November.

***Poster and Registration Brochure Circulation (qty 4)**

Volunteers are needed to distribute event posters and brochures for display at organizations and trailhead signs around Bozeman. A list of prior year locations will be provided. Our experience is that many organizations are happy to display our event poster in order to support the Gallatin Valley Food Bank; they just need to be asked. This task should be completed on your own timeline during late September to early October.

***Data Entry of Event Registrations (qty 4)**

Volunteers are needed to provide data entry of hard-copy event registrations during October and November up through Wednesday, November 24th when Packet Pickup and Pre-Registration closes. Data entry can be completed at the convenience of your home computer or office computer and should

take about one minute per registrant. The database will be kept on Microsoft Excel. We anticipate up to 2,000 hard-copy registrations in total, the majority of which will be received during the three weeks prior to Thanksgiving.

***Staffers at MSU WellCheck Health Fair (qty 4)**

Volunteers are needed to do staff our display table and answer questions during the MSU WellCheck Health Fair during early November. This is a two day event (Tuesday, Nov 1 and Wednesday, Nov 2 from 6:00am to 10:00am) which brings forth more than 2,000 MSU employees. 2 Volunteers are needed for Tuesday and 2 Volunteers for Wednesday. Volunteers should be knowledgeable about the overall HFS event and be able to answer most questions. Your training should include studying our website, especially the FAQ page (www.huffingforstuffing.com/faq).

***Stuff Race Packets (qty 20)**

Volunteers are needed to do stuff up to 3,000 race packets that will contain participants' race bibs, timing chips, event instructions and our sponsors' promotional inserts. This task should take 3 to 4 hours and will be completed on a Saturday morning during late October or early November at the Gallatin Valley Food Bank.

***Transfer Race Packets to Storage Facility (qty 5)**

Volunteers are needed to transfer up to 3,000 stuffed race packets from the Gallatin Valley Food Bank to a nearby storage facility. This task will take just a few hours and will be completed on a Saturday morning during late October or early November immediately after the race packets have been stuffed by Volunteers.

***Attach Timing Chips to Race Bibs (qty 20)**

Volunteers are needed to match-up and attach timing chips to corresponding race bibs for up to 3,000 race numbers. This task will take just a few hours and will be completed during early to mid November.

***Setup for Packet Pickup/Registration at GranTree Inn (Sun or Mon, Nov 20/21; qty 6)**

Volunteers are needed to help setup for the two day event indoors at the Best Western GranTree Inn. Help is needed with setting up tables, and transferring boxes of shirts, race packets and other supplies. This task will be completed either on Sunday, November 20th or Monday, November 21st and should last 3 to 5 hours.

***Packet Pickup at Best Western GranTree Inn (Tue & Wed) (qty 72)**

Packet Pickup will be at the Best Western GranTree Inn from Tuesday – Wednesday (11/22 – 11/23) from 11:00am – 7:00pm each day. This involves ensuring that each participant's Registration Form is complete and legible, collecting the entry fee, distributing race packets and shirts, and addressing questions and concerns. We would like 12 volunteers to be available for each shift. Refreshments will be provided.

Time needed: Shifts: Tue (11/22) – Wed (11/23): 10:45am – 2:00pm, 1:45pm – 5:00pm, 4:45pm – 7:00pm (Wed: 4:45pm to 8:00pm to assist with clean-up).

***Food Prep at Gallatin Valley Food Bank (Wed, Nov 23; qty 5)**

Volunteers are needed to help prepare food for Thanksgiving morning. Duties include washing and preparing apples, cutting oranges and bananas, etc... This task will be completed on Wednesday, November 23rd from 12:00pm to 4:00pm.

***Drivers to pick up Equipment and Supplies (qty 3)**

Volunteers are needed to drive to pick up equipment and supplies from locations including U-Haul, Knife River (West Frontage Road), ABC Rental, City of Bozeman, Music Villa, Lehrkind's, Murdoch's, and MSU Catering and deliver the equipment to our staging area at the Museum of the Rockies. HFS' equipment and supplies also needs to be delivered to the Museum. Drivers are asked to provide a pick-up truck. This task needs to be completed on Wednesday, November 23rd during the morning.

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

The day before Thanksgiving, we ask 6 volunteers to help 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, and setting up flagging, sponsors' banners, tables and gear in the tents.

Time needed: Wed: 12:00pm to 5:00pm

Volunteer Positions Needed: On Thanksgiving Day

***Race Day Volunteer Check-In (qty 1)**

We ask 1 volunteer to serve as the 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: 6:30am to 11:00am

***Tent Operations Functional Leader (qty 1)**

We ask 1 volunteer to serve as the functional leader to manage the volunteers and activities occurring in and around the heated tents. This includes setting up the tables for awards, raffle prizes and refreshments, ensuring that refreshments are restocked throughout the morning, keeping the area clean and orderly, ensuring that sponsor banners are displayed properly, managing volunteers who are serving inside the tents throughout the morning, and managing clean-up volunteers at the tent area at the conclusion of the event.

Time needed: 5:30am to 12:00pm

***Tent Operations (qty 8)**

We ask 8 volunteers to serve inside and around the tents in order to help set-up tables, refreshments, sponsor banners, awards and raffle prizes. These volunteers will help keep the area clean and orderly throughout the morning, including restocking refreshments, emptying trash receptacles and assisting the Tent Operations Functional Leader as needed.

Time needed: 6:00am to 10:30am

***Start/Finish Line Functional Leader (qty 1)**

We ask 1 volunteer to serve as the functional leader of volunteer activities occurring at the Start/Finish Line area. This includes overseeing the set-up and clean-up of Start/Finish Line equipment, the volunteers serving at the Finish Line water table, and the Finish Line Volunteers who maintain order and control at the Finish Line and assist the race timers.

Time needed: 6:00am to 12:00pm

***Race Course Functional Leaders (qty 2)**

We ask 2 volunteers to serve as the functional leaders 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. These functional leaders need to be familiar with the courses. Print the course maps from our website. Time needed: 8:00am to 10:30am (or whenever last participant finishes).

***Course Equipment Set-up (qty 3)**

Early Thanksgiving morning, we ask a team of 3 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. Volunteers need to be familiar with the courses. Print the course maps from our website. Volunteer is asked to provide a pick-up truck.

Time needed: 6:00am to 7:30am

***Course Equipment Retrieval (qty 2)**

At the conclusion of the race events, we ask a team of 2 volunteers to retrieve all equipment along the courses, including traffic cones, traffic signs, mile marker signs, water jugs, tables and supplies at the water stations. Volunteers need to be familiar with the courses. Print the course maps from our website. Volunteer is asked to provide a pick-up truck.

Time needed: 10:00am to 11:30am (or ASAP after races).

***Race Day Registration & Packet Pickup (qty 12)**

We ask 12 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 shirts, data entry of registrations, and addressing questions and concerns.

Time needed: 7:00am to 9:00am

***Information Table (qty 2)**

We ask 2 volunteers to staff the Information Table at our staging area at the Museum of the Rockies by greeting guests and answering questions throughout the morning. Volunteers should be friendly, knowledgeable and be able to answer most questions about the race-day happenings. Your training should include studying our website, especially the FAQ page (www.huffingforstuffing.com/faq).

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

***Start/Finish Line Set-up (qty 5)**

We ask 5 volunteers to help prepare the Start/Finish 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. Time needed: 6:00am to 8:30am

***General Clean-up at the Museum (qty 20)**

We ask 20 volunteers to help clean up after the races, including disassembling and packing up equipment, sweeping up straw, picking up trash, and general cleanup of the entire area.

Time needed: 10:00am to 12:30pm

***Event Parking / Traffic Flow (qty 10)**

We ask for 10 Volunteers to assist with vehicle parking and pedestrian safety, as directed by the Event Parking Functional Leader. Volunteers will direct vehicle traffic flow to the appropriate parking lots at the Brick Breeden Fieldhouse and the Football Stadium and assist pedestrian travel to the Museum. Vehicles are prohibited 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: 6:45am to 9:15am

***Bicycle Pace Leaders (qty 2)**

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. 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. Print the course maps from our website. The use of bicycles is dependent upon the weather and road conditions; the use of studded tires is encouraged.

Time needed: 8:15am to 10:00am

***Bicycle Safety Patrollers (qty 4)**

We ask 4 brightly dressed bicyclists to serve as safety patrollers for the 5K and 10K courses. They will ride the course back and forth to check on participants' safety. 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. Print the course maps from our website. The use of bicycles is dependent upon the weather and road conditions; the use of studded tires is encouraged.

Time needed: 8:15am to 10:30am.

***Bicycle Sweep Patrollers (qty 2)**

We ask 2 brightly dressed bicyclists to serve as Sweepers for the 5K and 10K courses. They will follow the last participant toward the Finish Line and advise Course Flaggers and Water Station Volunteers that the courses are clear according to the Sweepers' progress along the routes. Note that walkers will be fully supported for the Untimed 5K Fun Run and have been advised not to participate in the 10K due to time constraints. The Course Sweeper for the 10K will sweep behind the last runner since walkers on the 10K will not be supported. 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. Print the course maps from our website. The use of bicycles is dependent upon the weather and road conditions; the use of studded tires is encouraged.

Time needed: 8:15am to 10:30am.

***Water Stations (qty 24)**

We ask 24 volunteers total to staff 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: 7:45am to 10:30am, On Course Stations: 8:15am to 10:00am (when last participant passes by; wait for Course Sweepers to advise when the courses are clear).

***Course Flaggers (qty 13)**

We ask for 3 officially Certified Flaggers and 10 uncertified Course 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 in order to direct participants and answer questions. Print the course maps from our website.

Time needed: 8:15am to 10:30am (when last participant passes by; wait for Course Sweepers to advise when the courses are clear).

***Finish Line Volunteers (qty 4)**

We ask for 4 volunteers to assist the chip-timing company at the Finish Line. 2 volunteers will assist the timing company as needed and 2 volunteers will maintain order at the Finish Line and keep the area clear of spectators.

Time needed : 7:45am to 10:30am

***Raffle Prize Table & Awards Table (qty 2)**

We ask for 1 Volunteer to staff the Raffle Prize Table by providing winners with their prizes donated by our invaluable sponsors. Another volunteer is asked to staff the Awards Table by providing winners with their awards earned based on finishing results after the races.

Time needed: 8:00am to 11:00am

***General Help on Thanksgiving Day (qty 3)**

There will be a lot happening Thanksgiving morning with things moving quickly. We ask for 3 volunteers to be available in a floating role to provide general help as needed and requested by the Volunteer Functional Leaders and Race Committee members in order to ensure the safety of participants and to maintain smooth operations.

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

***Digital Photographers (qty 3 or more)**

We ask for at least 3 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: 8:00am to 11:00am

***Clean Rented Cambros (qty 1)**

One Volunteer is needed to wash out the coffee cambros rented from MSU immediately after the event on Thanksgiving morning at the Museum of the Rockies. This can be done at the Gallatin Valley Food Bank facility, which is where the cambros need to be delivered to upon completion of cleaning.

Time needed: 10:30am to 12:00pm

Volunteer Positions Needed: After Thanksgiving Day

***Drivers to Return Equipment and Supplies (qty 4)**

Volunteers are needed to drive to return equipment and supplies to locations including U-Haul, Knife River (West Frontage Road), City of Bozeman, ABC Rental, Music Villa, Lehrkinds, MSU Catering, and sponsor locations. Volunteers will obtain the equipment and supplies to be returned immediately after the event on Thanksgiving morning at the Museum of the Rockies. Drivers are asked to provide a pick-up truck. Equipment for Knife River, ABC Rental, U-Haul and Lehrkinds needs to be returned on Friday, November 25th and equipment and supplies for the City of Bozeman, MSU Catering and our sponsors can be returned on Monday and Tuesday, November 28-29 during normal business hours.

***Post-Event Distribution of Shirts and Awards (qty 4)**

Volunteers are needed to manage the process during mid-December in which participants who have not done so already will come to pick up their shirts and awards. This will occur over a 1 to 2 day period (weekday / weekend) for a few hours each day at a location to be determined.

***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 or email. 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 event!

**A Big Sky Wind Drinkers’
event to support the:**

