

Hello GOTR 5K Volunteers,

Thank you so much for signing up to volunteer for the **Girls on the Run Fall 2024 5K!** Please read the following information **carefully** as this email takes the place of our typical pre-race volunteer meeting. We ask that you be flexible and know that your role may change between now and race day. We appreciate your ability to be reassigned as needed.

Date of 5K: Saturday, November 23, 2024 – Race Start Time: 10:00am

Location: Monroe Community College ([1000 E Henrietta Rd, Rochester, NY 14623](https://www.monroecollege.edu)). Lot G is Volunteer Check In. Park in Lot G, N, or M.



Website: <https://www.gotrochester.org/5k>

GOTR Contact: Kelly Fisher - (585) 698-4061

Arrival Time: Please find your specific role with arrival time below. If you already have a GOTR volunteer shirt, please wear it. All volunteers will receive a volunteer shirt if you do not already have one. If you are a Course Marshal or a Parking Lot Attendant, you will receive a vest and flag and if

you are a Finish Line Volunteer you will receive a vest. These items must be returned at the end of the race. All volunteers will also receive a Volunteer Badge on a lanyard that must be returned at the end of the race. On the back of the lanyards are Jeni (our program coordinator) and my (Director) cell phones to text or call if needed.

Volunteer Parking and Check-In: Please park in Lot M,N, or Q and check-in at the Volunteer table inside the field house of the PAC Center, building 10. **Jessica and Denise** will be checking you in. You can start checking in as early as 15 minutes before your assigned role start time.

Course Map: Below is the course map, which shows the course the runners are going. The runners are running clockwise on the course on the inside lane against traffic. The road is open to traffic which you will need to monitor if you are a road marshal, but cars can only go counter clockwise.



Additional Info: The race starts at 10:00 am. The race will end when the last runner finishes. There will be a campus safety vehicle following the last runner so you will know when it is over. There are about 800 participants, so cheer cheer cheer! There will be an ambulance on site, but if there's a serious emergency, call 911. Then text Kelly at (585) 698-4061 with who the participant is, what their location is, their bib number and what happened. For less serious emergencies text Kelly or Jeni's cell first.

Assignments: Below are the assignments. Please look for your name to see your specific role.

VOLUNTEER ASSIGNMENTS

VOLUNTEER CHECK IN TABLE: (7:30a-10a) Jessica Savage, Denise Hubler

- Sponsors and volunteers to check in here when they arrive. You will give volunteers a volunteer badge and t-shirt if they don't already have one, and direct volunteers and sponsors where to go. There will be coffee and donuts for the volunteers if they would like any.
- Setup will be in the field house for star power hour, coach bin drop off, first aid, and day of packet pick up/registration. Finish line (medals/snack/monitors) and course marshals are outside.
- Be sure sponsors have support bringing materials in for set up and strike. Give volunteers the instructions for their job (will be printed copies to hand them, along with maps for course marshalls). Course marshals and parking lot attendants receive bright vest and flag. Finish line volunteers receive volunteer aprons. Make sure to instruct these volunteers to return these items back to volunteer check in table after the race is over (let volunteers know to bring the items back at the end).
- Clean-Up Instructions: Help carry items to the sponsor's car if needed. After the race, make sure volunteers return items (parking vest, flags, volunteer badges, finish line aprons, etc). After all items have been returned, pack up volunteer check items into bins and bring to uhaul.

Merchandise (arrive to set up by 8am): Bonnie O'Leary, Amanda Maxim, Sara Bloenhauer

You will be in charge of selling merchandise during the race. Please let people know that merchandise is only available before the race!

Enter all transactions (cash or credit card) using the i-pad (another person can use their phone too if needed. That person will need to download the square app ahead of time, and contact Kelly Fisher (585) 698-4061 for login prior to race day. You will insert the square credit card reader into your phone (you might need your adapter if you have an iphone that needs one for headphone type jack) and swipe cards that way. Cash transactions must also be entered into square. Click "cash" option.

After the race ends, please pack up the merch neatly, and give cash to Kelly.

STAR POWER HOUR: (8:15a-9:45a) Star Power Hour is the pre-race activities that the girls partake in. There are 836 girls this season, along with their families and running buddies so be prepared for a large crowd. When you arrive in Lot G (map attached), you will find your tables in the middle labeled with your activity and company/organization name. Remove supplies from bin and lay out on table to prepare for the girls to arrive. Spread supplies out so more girls can participate.

1. BRACELET MAKING STATION: Spoke Cycle and Fitness, Carrie Riordan

- Set out the supplies on the table when you arrive. At 10am, put supplies back in bin and leave on your table.

2. GRATITUDE STATION: ASA RIT Group

- Set out the supplies on the table when you arrive. Spread Out.
- The girls will make thank you cards and color pages for us to keep and give to the sponsors, donors, and volunteers. They can also choose to make a thank you card or color a thank you page for their coach, parent, teacher, or anyone else they want to show gratitude to. Have some volunteers monitor supplies, help the girls come up with ideas or answer their questions, and make sure girls move to the side to allow others to also participate.
- Clean-Up Instructions: At 10am, put all supplies in the bin they came in, and place closed bin on top of table. When the race starts, please help load the bins from Star Power Hour into the uhaul.

3. TATTOO STATION 1 and 2: Cooper Vision and RIT AXiD group

- Set out the supplies on the tables when you arrive. Spread Out.
- Rip paper towels and fold into squares.
- When girls come to the table, have them pick a tattoo and then spray a paper towel square with water. Help them remove the backing from the tattoo and place it where they want it (hand, cheek, etc). Have them hold the wet paper towel on it for a minute and then check it to make sure it adhered. Make sure the paper towel squares are pretty saturated with water (but not dripping wet) for best success. Have the

girls move over to the side when they are done to allow more girls to participate. Make sure girls and volunteers throw the backing and paper towels away into the garbage bags provided.

- Clean Up Instructions: At 10am, throw all garbage away, and empty water bottles. Re-close empty water bottles. Put all supplies into bin and load bins into uhaul.

4. Bling Your Bib: **Reliant Credit Union**

5. Banner Decoration: **Well Now Urgent Care**

DAY OF 5K REGISTRATION (8a-10:30a) Carrie Fuller-Spencer, Stella Carleton, Elizabeth Cobb

This station is for people that have not registered for the 5K yet. Girls and coaches do not need to register. Their registration is included in the program. Their bibs and pins are on their team tables, and they do not get 5K shirts as they received program shirts already.

The cost for Running Buddies is \$30 per adult (aged 16 and up) or \$15 per youth (aged 15 and under). Use the i-pad to select "day of 5K registration adult or youth" in square and then enter their method of payment (cash, check, credit card). Scan their card or accept their cash/check. Make sure to enter all registrations into the square even cash and check. While you do this, have them sign the waiver and write on the back of their bib their name and EC name and phone. On top of their waiver, write the bib number you gave them. Give them a shirt if any are available. At 10am, you can clean up your station and load the bins into the uhaul. Please hand in money envelope to Bonnie at the merch tent. If you would like to stay and help monitor the finish line, we would appreciate that help. You can grab a finish line vest from the volunteer check in table and head out to the finish line. See Finish Line monitor description!

DAY OF PACKET PICK-UP (8a-10:30a) Jeni Bohrer, Carter Bohrer, Colette Ingram, Amy Reichman, Rosemary Ball

This station is for running buddies that have already registered for the 5K and need to get their packets (shirt, race bib, pins). The bibs will be pre-labeled and in two bins by last name, A-M and N-Z. Have running buddies form two lines according to their last name. Have two volunteers per line (Lindsay and Carrie in A-M, Jeni and Jenna in N-Z). One volunteer finds their bib (in alphabetical order) and one volunteer gets their shirt. Runners can grab their own pins, so have pins in boxes accessible to runners. Girls and coaches bibs and pins are at their team tables, and they do not get a 5K

shirt as they received a program shirt. If you do not find their bib, look them up on the computer. If they do not appear on the computer when you type in their name, they are not registered, so send them to the Day of 5K Registration table to register. Shirts are first come, first serve. At 10am, you can clean up your station and load the bins into the uhaul. If you would like to stay and help monitor the finish line, we would appreciate that help. You can grab a finish line vest from the volunteer check in table and head out to the finish line. See Finish Line monitor description!

COACH BIN DROP OFF (8a-10:30a) Jackie Shuman, Jaskarn Deol, Spencerport students

Coaches will return their bins to your table. Open them and sort the items into empty bins according to item (curriculum books in one bin, extra journals in one bin, etc). Use wipes to clean out empty bins, and stack (lids stack inside top open bin). As bins fill up, load into uhaul. Throw away all the garbage.

First Aid (8a-10a) Namrta Chahal, Kayla Schatz, Maisey Booth, Thulasi Ram Station yourselves at the first aid table in the field house. When the run starts, have 1-2 volunteers at the finish line (bring first aid backpack) in case anyone needs assistance after the run, and 1-2 volunteers please stay at the table in the field house in case participants need first aid they will be directed to this table. There is an AED in the lobby. There is an AMR ambulance on standby at the event.

FINISH LINE: You will be helping at the Finish Line - Set up, Handing Out Medals OR Finish Line Snack. See below for your assignment.

Set Up: (6:45a-10a) Megan McCormick, Beth Hershel, Laney Johnson

Set up the arch. Set up the clock. Unwrap medals and lay out onto tables in groups. Keep GOTR, H&S, and "vintage" medals separate. Put bananas, waters, and granola bars out on snack tables, and cover with tarp until race starts.

Handing Out Medals: (10a-12:30p) Denise Hubler, Jessica Savage, Hannah Hill, Carrie Fuller-Spencer

Load your arms up with medals. Have some GOTR, some H&S, and some "vintage." Girls in pink GOTR shirts get the GOTR medal, girls in teal H&S shirts get the H&S medals, and the "vintage" medals are for anyone else

that wants a medal (running buddies, siblings, coaches). Make sure once they get a medal, to keep them moving along to the snack tables. After the race, please clean up all garbage and put away extra medals into bins/boxes. Load everything into uhaul. Return your vests to the volunteer check in table.

Monitors: (10a-12:30p) **Emily Ross, Lilly Matis, ASA RIT group**

Your role is to keep the finish area clear for runners to run or walk down the chute, to the snack tables. Nobody except finish line volunteers and runners finishing the run are allowed in the finish area. Once runners finish, encourage them to keep walking towards the snack tables to get their water, banana, and granola bar. If anyone needs serious medical attention, please notify the ambulance on standby and then notify Kelly via cell. If it is a minor incident, direct them into the lobby to the first aid station. After the race, help break down the arch and load into the uhaul. Return your vests to the volunteer check in table.

Finish Line Snack (10a-12:30p) **Beth Hershel, Zoe Togni**

Allow runners to take a water, banana, granola bar and keep moving out of the finish area. These snacks are only for the runners, not the spectators. There are food trucks for spectators to purchase food if they would like to. After the race, break down the boxes and put near the garbage cans. Throw away all garbage and give away any leftover bananas. Extra waters and granola bars can be loaded into the uhaul. Return your vests to the volunteer check in table.

WATER STOP 1: arrive at 9:30am, go directly to your waterstop (do not need to check in) and stay until last runner passes by your stop **Amanda Fant, Ashley Accorso, Taylor Hoffman, Olivia Hammond, Kimberlee and Chloe Litteer, Sophia Peterson, Nee Tha Blay Paw**

You will be helping at the first water stop, which is listed on the attached map as "H2O" in blue, with a water droplet icon (in parking lot H). There will be water, tables, cups, garbage bags and bins there. You can fill the table with cups of water $\frac{1}{2}$ to $\frac{3}{4}$ full to reduce spillage and potential ground freezing. Use the pitchers provided to dip into the top of the large orange water jugs, and fill cups using the pitcher. Please do not use the spigot on the cooler to fill cups. It will take too long and this is the busiest water stop as it is first. Spread your volunteers out along both tables and fill cups quickly as they are handed out. You can decide who will fill cups, who will hand cups out, and who will stand along the middle lane and direct runners to the second table. They will tend to all stop at the first table and wait, but

volunteers need to be vocal and help direct them to the second water stop table to keep the flow of runners going!

Please be sure to cheer!! Please be sure to clean up the area and all cups in garbage.

WATER STOP 2: Stephanie McJury, Jacob Rodriguez, Sphe Eberle, Jennifer Muniga, Vanita Shih, Leslie Zornow arrive at 9:30am, go directly to your waterstop (do not need to check in) and stay until last runner passes by your stop

You will be helping at the second water stop, which is listed on the attached map as "H2O" in blue, with a water droplet icon (at the end of Parking Lot F). There will be water, tables, cups, garbage bags and bins there. You can fill the table with cups of water $\frac{1}{2}$ to $\frac{3}{4}$ full to reduce spillage and potential ground freezing. Use the pitchers provided to dip into the top of the large orange water jugs, and fill cups using the pitcher. Please do not use the spigot on the cooler to fill cups. It will take too long. Spread your volunteers out along both tables and fill cups as they are handed out. You can decide who will fill cups, who will hand cups out, and who will stand along the middle lane and direct runners to the second table. They will tend to all stop at the first table and wait, but volunteers need to be vocal and help direct them to the second water stop table to keep the flow of runners going!

Please be sure to cheer!! Please be sure to clean up the area and all cups in garbage.

COURSE MARSHALS (arrive by 9:30am and be in position by 9:45am): You will be serving as a Course Marshal on the course. Please be sure to cheer (make signs, bring cowbells or noise makers if you'd like, participants love them!) Most of you are at the end of parking lots or the entry ways to where cars can get in and out. The MCC campus is still open for business so people may be coming and going. So please be kind to cars, but runners have the right of way. The course is open to traffic, but **cars must go COUNTER CLOCKWISE** direction on the outer lane. We are hoping for minimal traffic, but you never know. Runners will be going CLOCKWISE on the inner lane and there will be cones in the middle of the road to help separate runners from traffic. If you need to stop cars, please use your flag. You might need to let cars go when there is an opening in the runners, and use your flag to keep runners back until the cars have passed.

If someone needs to leave a parking lot, they must wait until it is fully and completely clear to do so. And they must turn counter-clockwise, the opposite direction the runners are going as to stay out of the lane runners are in. You will have a flag. Please do not waive the flag wildly. Be sure to cheer as best as possible. They need you!!! Your spots are from 9:45 am until the last runner. We will have a campus safety vehicle following the last person letting you know when you are done. Please find your name below for your specific post and see the corresponding number for your location on the attached map. We will also have printed maps for you at volunteer check-in.

Once you check-in on race day, you can park near your post, just make sure your car is off the course or in the nearest parking lot to your post. PS – YOU ARE THE ENTERTAINMENT FOR ATHLETES.... USE YOUR CREATIVITY!!

1. **Laney Johnson**– Lot G/Sports Road
2. **Brielle Fischman**– Bill Grey’s Ice Plex
3. **Steve Henderlong** – Traffic circle at Brighton-Henrietta Rd. entrance D Campus Lane
4. **Ayah Silmi**- Entrance into Lot Q
5. **Matt and Abby Peglow**– Entrance into Lot H
6. **Emma Rozzi**– Arts Lane/Campus Drive
7. **Ava Youngblut**– Road along Corner of Lot F
8. **Gretta Hellems** - Corner of Arts Lane/Residence Drive
9. **Breanna Holland**- Residence Lane/Campus Drive
10. **Paige Drumm** – Campus Drive at Lot S
11. **Michael Peterson** - Intersection by S/T (canal hall intersection)
12. **Maggie Martin**– Corner behind dorms
13. **Spencerport Students**- Corner behind dorms

14. Kayla and Kylee (AXiD RIT) Intersection by S/T (canal hall intersection)

15. Sierra and Juliana (AXiD RIT)– Campus Drive at Lot T

16. Laney Johnson -Campus Drive/Center Rd.

17. Anna and Sonya (AXiD RIT) - Entrance Lot M on Center Rd.

18. Sydney (AXiD RIT)- Entrance Lot M on Center Rd.

MCC Public Safety –

- Entrance B, Entrance D, Bill Grey's at 9:45am.
Entrances A and C closed at 9:45am.

If I missed anyone it was not intentional, so please let me know so I can assign you.

Volunteers! Thank you for signing up to volunteer for the Girls on the Run Spring 2024 5K! This event would not be possible without you. Thank you for helping to keep our course safe and clear, for cheering on all of our athletes, and for spending part of your Saturday morning with us! We appreciate you offering your time and energy to contribute and make this an amazing event!