

VOLUNTEER NEEDS/ROLES

Event	Role	Description	Number of Volunteers	Affiliation & Time Requirements	Supplies Needed
Route Marking	Route Marker	<ul style="list-style-type: none"> - Rides/drives route in order to mark for riders - 	4-8	5 hours	Spray paint (color coded with routes)
Rest Stop Supplies	Shopper	<ul style="list-style-type: none"> - On the Wed/Thursday before the event - Collect supplies from store - Transport to central storage facility (TBD) or be willing to store in personal refrigerator - Potential need to transport to Rest Stop Coordinator pick up location on Friday afternoon/evening 	4	3 hours	
Rest Stop Supplies	Storage	<ul style="list-style-type: none"> - Has adequate refrigerated space to store food items 	1-2		
Rest Stop Supplies	Transportation/ Distributor	<ul style="list-style-type: none"> - Coordinates with shoppers/storage to transport food to distribution center - Organizes food by rest stop - Distributes to each rest stop coordinator 	2-3		
Stuffing Party	Letter Maker	<ul style="list-style-type: none"> - Create & Print each letter of the alphabet in a large font on 8.5x11 paper. - Make 3 copies of each letter - Deliver to stuffing party or ask transportation volunteer to pick up 	1	1 hour	
Stuffing Party	Pre-Event Transportation	Collect and transport swag items to location	2	2 hours	
Stuffing Party	Host/Storage	Provide a space conducive for stuffing	1		
Stuffing Party	Registration Materials Table	<ul style="list-style-type: none"> - Place label on reg bag - Add 4 safety pins in bag - Place corresponding bib into bag - Place corresponding route map into bag 	4	Must be AAFT	
Stuffing Party	Stuffing Assembly Line	<ul style="list-style-type: none"> - Help arrange swag items on tables (see diagram) 	14		

		<ul style="list-style-type: none"> - Responsible for placing one or two items into swag bag and passing to next person in assembly line 			
Stuffing Party	Boxing Table	<ul style="list-style-type: none"> - Form Cardboard boxes (donated by buffalo rock) with packing tape - Attach alphabetical letters 	3		
Stuffing Party	Volunteer T-shirt Distribution Table	<ul style="list-style-type: none"> - Check-in volunteers for stuffing event - Volunteers can ONLY pick up their volunteer t-shirt and jersey!!!! - NO VOLUNTEER CAN CHECK OUT THEIR OWN REG BAG. MUST COME TO A REG EVENT!!!! 	2		
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Thursday Pre-Reg	TBD				
Friday Pre-Reg	Coordinator	<ul style="list-style-type: none"> - Organizes set-up and tear down of event - Receives/uses volunteer list from volunteer coordinator - Works registration table (See below) 		AAFT member 4 hours	
Friday Pre-Reg	Transportation (if we rent a Penske truck)	<ul style="list-style-type: none"> - Qualified/Insured volunteer Driver picks up swag bags and delivers them to pre-reg location (black warrior) - Load/unload trucks 	3	Driver must be covered by insurance additional club insurance.	2-3 hand trucks/dollys
Friday Pre-Reg/Moundville Set up	Transportation (if we do not rent a moving truck)	<ul style="list-style-type: none"> - Transport various materials (ie signage, tents, coolers, etc.) to Moundville - Volunteers with large vehicles to pick up and deliver swag bags to pre-reg location - Must be able to help load vehicle 	4-5		
Friday Pre-Reg	Treasurer/Rep	<ul style="list-style-type: none"> - Maintain the cash box - Aids in paper registration of new riders - Sell merchandise (ie 2019 jersey, past event t-shirts) - Sell raffle tickets (if applicable) 	1	Must be AAFT member, preferably a current or past treasurer 3 hours. Can be broken into 2 shifts if necessary.	Cash box, petty cash

Friday Pre-Reg	Reg List	- Downloads and prints registration list 1 hr before pre-reg begins. Delivers to pre-reg asap			Access to registration
Friday Pre-Reg	Reg Table	- Greets/checks-in registrants - Tells runners which bags to pull - Directs un-registered riders to treasurer - Directs registrants to treasurer for merch	1 (plus coordinator)	3 hours	- Registration list - Highlighters - Pens - Sharpies - Scissors - Clip boards - Blank Registration forms - Extra bibs
Friday Pre-Reg	Runners	- Retrieve swag bags for checked-in registrants - Maintains an orderly swag bag area - Helps clean up and load remaining swag/check-in materials onto truck or designated transportation			
Friday Moundville Set up	Signage	- Distribute/set up signage along route and around park (ie: parking, start, finish, directional, etc)	2		
Friday Moundville Set-up	Tables/Tents/Chairs	- These items will be arriving from various places Including but not limited to UA Facilities, moving truck, volunteers - Aid in allotting items for registration, breakfast, 5 rest stops (may stay on truck), etc.	2		
Friday Moundville Set-up	Conference Center	- Arrange conference center with long tables/chairs for riders to eat a post ride meal	2		
Friday Route Touch ups	Route Markers	- Touch up route pain and add additional signage	2		Spray paint
Ride Day	Registration Coordinator	- Organizes set-up and tear down of reg table/tent - Receives/uses volunteer list from volunteer coordinator - Works registration table (See below) - Communicates with Bike Reg on-site rep	1		
Ride Day	Traffic	- Directs traffic for parking	4		

Ride Day	Registration Table	<ul style="list-style-type: none"> - Greets/checks-in registrants - Tells runners which bags to pull - Directs un-registered riders to treasurer - Directs registrants to treasurer for merch 	2		<ul style="list-style-type: none"> - Registration list - Highlighters - Pens - Sharpies - Scissors - Clip boards - Blank Registration forms Extra bibs
Ride Day	Treasurer/Rep	<ul style="list-style-type: none"> - Maintain the cash box - Aids in paper registration of new riders - Sell merchandise (ie 2019 jersey, past event t-shirts) - Sell raffle tickets (if applicable) 	1	<p>Must be AAFT member, preferably a current or past treasurer</p> <p>3 hours. Can be broken into 2 shifts if necessary.</p>	Cash box, petty cash
Ride Day	Runners	<ul style="list-style-type: none"> - Retrieve swag bags for checked-in registrants - Maintains an orderly swag bag area - Helps clean up and break down registration. 	2		
Ride Day	Breakfast Delivery	<ul style="list-style-type: none"> - Picks-up breakfast and delivers it to registration site at least 30 min prior to the start of registration 	1		
Ride Day	Ride Start Signs	<ul style="list-style-type: none"> - Volunteers hold signs to designate distance line up for riders - Say encouraging things as riders start 	6		
Ride Day	Transportation	<ul style="list-style-type: none"> - Operates Moving truck - Delivers supplies to rest stops 	2-4	Can be broken into shifts	
Ride Day	Ice monitor	<ul style="list-style-type: none"> - Checks on status of ice at each rest stop and coordinates delivery of additional ice 	1		
Ride Day	SAG Support	<ul style="list-style-type: none"> - See TCC instructions and recommendations 	8-10		
Ride Day	Rest Stop Coordinators	<ul style="list-style-type: none"> - Chooses/Plans a theme for stop prior to event - Aids in staffing volunteers for rest stop 	5 (one per stop)	Organize by stop	

		<ul style="list-style-type: none"> - Picks-up/Stores food on Friday and transports to rest stop - Sets-up and breaks down their stop 			
Ride Day	Rest Stop Volunteers	-		Organize by stop	
Ride Day	Floaters	-			
Ride Day	Base Camp Coordinator	<ul style="list-style-type: none"> - Sets up at table in conference center - Monitors food delivery and set up - Monitors food servers - Sells additional merch - Maintains registrant records in case of emergency 		<p>Must be an aaft member</p> <p>Can be broken into 2-3 shifts</p>	Final Ride day registrant list by bib number and alphabetically from bike reg rep
Ride Day	Post-Ride Meal Servers	<ul style="list-style-type: none"> - Dips food item for riders (this is new – to offer better distribution of food in hopes of all riders being able to have at least 1 plateful of food) - One server per food item (ie: drinks+ bbq + slaw + beans +potato salad + pudding = 6) 	6-8	Can be broken into 2-3 shifts	
Ride Day	Clean-Up	<ul style="list-style-type: none"> - This is an all hands on deck - Rest Stops are responsible for their own clean up, but may be aided by other rest stop volunteers and/or the moving truck drivers - Hole Signs typically taken/stored by Tuscaloosa Radio - H2H supplies are stored at CAPS (see KH) 			