



VOLUNTEER HANDBOOK



WHEN

September 23, 2023

WHERE

Cronin Park
Arlington Heights, IL

CONTACT

Kathy Scheuing
(847) 525-1537



Thank you for volunteering your time and energy in support of the 2023 Step It Up For Clearbrook 5K Run/1 Mile Walk! This is our fifth annual walk/run event and we are excited to have hundreds of participants to raise over \$100,000 to help our clients achieve their hopes and dreams.

General Information

General Age Requirement: All volunteers must be at least ten (10) years old. Volunteers between ages 10-14 years of age must have parental supervision.

Reassignments: If you have finished with your shift and would like to be reassigned, inform staff at the volunteer tent.

Clean up: Throughout your shift, please throw away garbage as it accumulates and keep area clean. Help pack up materials and fold chairs at the end of the event. Everyone is encouraged to stay and help break down the site once the walkers head home at 10:00-11:00 a.m.



What to Wear/Bring

- Wear comfortable clothes and shoes; you will receive a volunteer t-shirt when you check-in.
- Bring a rain coat or poncho just in case. We walk rain or shine!
- Wear sunscreen if necessary.
- Leave your purse and other valuables at home.
- Only bring what you can carry on your body such as ID, cell phone, a small amount of cash (though none will be needed), as you may be able to place a small bag down near where you are assigned, but there is not a secure area for your belongings. Clearbrook is not responsible for anything that is lost or stolen.

Directions & Parking

Cronin Park

S Vail Ave & W. South St.

Arlington Heights, IL ([Map](#))

There is a free parking garage a couple blocks north of the event in downtown Arlington Heights. There is handicap parking available at South Middle School. Please do not park in the lot unless you need handicap parking. There is also street parking available throughout downtown Arlington Heights and surrounding neighborhood. Please be respectful of our neighbors when you park on their street.

Volunteer Assignments

Set Up

Shift: 6:00-8:00 a.m.

Requirements: Able to lift up to 25 lbs repeatedly

Responsibilities: Help unload trucks and place contents in assigned tents or other locations at the walk site. Unpack boxes, hang signs on tents, ensure walk site is ready to welcome walkers when they begin to arrive around 7:30 a.m.

Registration

Shift: 6:30-8:30 a.m.

Requirements: Must be at least 18 years old

Responsibilities: Check in runners/walkers with a smile and receive envelopes with donations. Your main role is to register participants and collect any funds as they start arriving around 7:30 a.m. We ask that each runner/walkers sign a waiver as they approach registration. After runner/walkers signed their waiver, we will give them a shirt and bib number. If they have gear to check, they can take their belongings to the gear check, but otherwise nothing further is required. They may go enjoy the morning!

Packet Pick-Up

Shift: 7:00-8:30 a.m.

Requirements: Must be at least 16 years old

Responsibilities: Distributing t-shirts to runners who did not come to packet pick-up. They are already registered just need t-shirt and bib number. Participants may have pre-earned a tumbler before the walk by raising a minimum of \$100, and or a hat for raising \$250 or more,, in which case they will be on a printed list at the tent for you to reference. They may reach the fundraising level to receive a hat by turning in funds the morning of, in which case they will come to you with a ticket from the Registration Tent. Please give each walker their preferred hoodie size.

Share Your Story (Shoes)

Shift: 7:00-10:30 a.m.

Requirements: Must be at least 18 years old.

Responsibilities: Participants can write "why" or for whom they are participating on shoes and then hanging it on a wall.

Volunteer Assignments

Experience Clearbrook Tent

Shift: 7:00-10:00 a.m.

Requirements: Must be at least 18 years old.

Responsibilities: Participants will receive information about Clearbrook and beads denoting how they are related/affiliated with Clearbrook.

Food Tent

Shifts: 1st shift 6:30-8:30 a.m., 2nd Shift 8:30-10:30am

Requirements: Able to stand for several hours and lift up to 25 lbs.

Responsibilities: Organize and replenish bagels, muffins, fruit, etc., items neatly on tables. It is important to wear gloves during the duration of your assignment. It is important to clean up throughout your shift and throw trash in the appropriate containers.

Course Marshal

Shift: 7:30-10:00 a.m.

Requirements: Able to direct runners, walkers, and cars and cheer them on!!

Responsibilities: Travel to your assigned intersection. You may drive to the intersection and park on a side street or you may walk to your intersection.

Your job will be to:

- Ensure cars and pedestrians do not cross the course while runners are present. Runners will be released in waves, so if a car needs to cross the course, ask them to wait until a break in runners.
- Point runners in the correct direction. If there is a turn at your intersection, ensure runners make the turn. Please consult the course map to confirm.
- Cheer runners on! Shout, cheer, and let them know they're doing an awesome job!
- Stay at your intersection until you see the person on the bike following the last runner.
- Return your vest to the volunteer tent, or give to the tear down crew coming through the course after runners/walkers finish the race.
- Once your vest has been collected, your job is complete!

Volunteer Assignments

Gear Check

Shifts: 1st Shift 7:00-8:30 a.m., 2nd Shift 8:30-10:30am

Requirements: Able to stand and walk around.

Responsibilities: Will be tearing off the number of the runners bib and then they will attach the number to their bag, and then you place the bag in the box that goes with that number. Then when the runner returns you look at their bib and find the matching number to get their belongings.

Greeters/Directors

Shift: 7:00-8:30 a.m.

Responsibilities: Greet teams and walkers as they arrive and point them to the registration tent. Direct people throughout the walk site to registration, the t-shirt tent, and to the starting line.

Course Water Station

Shift: 8:00-10:00 a.m.

Requirements: Able to direct runners, walkers, and cars and cheer them on!!

Responsibilities: Travel to your assigned intersection. You may drive to the intersection and park on a side street or you may walk to your intersection.

Your job will be to:

- Pre-fill water cups about $\frac{3}{4}$ full and line them up on the tables at your location.
- Pass out water to runners as they run by.
- Pick up discarded cups and place in provided trash bags.
- Stay at your intersection until you see the bike following the last runner. When you see the bike, you then need to make sure the area is completely clean. After, your job is complete!!

Fun Zone

Shift: 7:00-10:00 a.m.

Responsibilities: Help with activities (face painting, tattoos, and games) and keep areas clean.

Volunteer Assignments

Volunteer Check In

Shift: 6:00-9:30 a.m.

Requirements: Must be at least 18 years old.

Responsibilities: Find volunteer's name on the volunteer list, give them their volunteer t-shirt and direct them to their assigned location. If volunteers are done with their assigned role and would like more to do, they can report back to the volunteer check-in area to be potentially reassigned.

Water Finish Line

Shift: 8:30-10:30 a.m.

Requirements: Able to stand for several hours and congratulating the runners/walkers!!

Responsibilities: Handing out bottled water and banana to each participant.

Tear Down

Shift: 9:30-11:00 a.m.

Requirements: Able to lift 25 lbs. repeatedly.

Responsibilities: Throw trash in garbage cans/dumpsters. Remove signage from tents. Neatly collect route markers. Pack up items from various tents. Load trucks. Ensure walk site is spotless before we leave!

Questions?

Feel free to contact Kathy Scheuing, Director of Volunteers, at 847-385-5016 or cell 847-525-1537. You can reach her via email at kscheuing@clearbrook.org

THANK YOU FOR SUPPORTING CLEARBROOK!