



American Cancer Society Relay For Life of Cheshire

Volunteer Opportunities

Cancer Education

- Work closely with ACS Cancer Control Regional Executive to develop cancer education and awareness activities at Relay that are consistent with New England Division objectives.
- Work with ACS to develop a cancer education activity specifically geared towards youth.

Volunteers: Help implement cancer education activities at Relay

Corporate Sponsorship Chair

- Oversee corporate subcommittee.
- Identify appropriate sponsorship goals and prospects, and designs plan to attain goal.
- Work with staff to coordinate letters and thank you notes.
- Responsible for maintaining lists of potential sponsors who have been contacted and have agreed to donate, who have been contacted and who have not agreed yet, who have been contacted and said “no” and those who have yet to be contacted.
- Contacts past year’s sponsors.
- Coordinate with Circle of Hope committee person for letters and thank you notes.
- Coordinate with staff for pickup/return of Corporate Banners for event.

Volunteers: Help with corporate sponsor follow up calls, reminders, thank you letters. Corporate Banners – make calls for reminders, coordinate pickup/return of banner if necessary, help display at the track.

Activities Chair

- Responsible for the scheduling the entertainment for the relay event. This includes games and activities, (i.e. massages, clowns, aerobics, etc.)
- Work with ACS staff and Event Chairs to identify participant awards, and solicit donations for the winners.

Volunteers: to be determined.

Event Program

- Oversee and coordinate with ACS the event program.
- Final proof with ACS and event chairs.
- Coordinate with printer.

Finance Chair

- Oversee Finance subcommittee.
- Recruit volunteers to assist during the event.
- Prepare cash deposit for bank drops.
- Work closely with “Registration chair” and ACS staff to identify where money is credited (i.e. team money, corporate, registration fee, etc.)
- Attend team captain meetings and bank nights.
- Work with Event Chairs and ACS staff to ensure that income balances are equivalent.

- Oversee management and security of Bank at event.

Volunteers:

Food

- Coordinate Vendors for Food Court.
- Maintain a list of companies and organizations that provide donations.
- Work with ACS staff to arrange donation of bottled water for the event.

Volunteers: help with setup/cleanup, ticket sales.

Headquarters

- Coordinate with volunteers to staff headquarters.
- Coordinate with ACS staff for location, published materials and forms.
- Coordinate HQ staff for folding of luminaria bags.
- Be available to accept completed registration, team roster, luminaria, and torch forms with monies. Organize for registration pickup.
- Answer telephone inquiries as necessary.

Volunteers: Help fold luminary bags, write names on bags.

Information Tent

- Staff the information tent the day of the event. Must be there early in the day to direct people to sites, answer questions, program hand outs, lost and found.

Volunteers: Need several volunteers day of the event – “Ask Me” type

Logistics Chair

- Oversee Logistics subcommittee.
- The Logistics chair is also responsible for the site map and site markings/tent and trailer placement, etc.
- Set up/disposal of luminary bags
- Trash collection throughout the event
- Bathroom facilities
- Set up/clean up
- Responsible for all logistical needs at event

Volunteers: Help set up event area-stage/markings, etc., set up luminary bags/torches day of the event, corporate banners, stage set up, trash collection, breakdown and clean up of event site.

Luminaria Chair

- Oversee the Luminaria subcommittee.
- Responsible for maintaining a list of all luminaria names for ceremonies.
- Ensure that all luminaria bags are decorated, filled, and displayed.
- Encourage pre-sales in the community.
- Oversee luminaria sales at the event.
- Coordinate speakers for luminaria ceremony.

Volunteers: Luminary sales – Stop & Shop/Everybodys, luminary sales day of event. Help with candles/bag placement, etc.

Medical Chair

- Responsible for staffing the medical tent for 24 hours with MD's or RN's
- Work with Sally Schrumm (past medical chair for 6 years) to coordinate the donations of supplies/cot/wheelchair, etc.
- Coordinate with Campion Ambulance for onsite ambulance

Volunteers: Need medical professional to help staff the tent for the 24 hours.

Publicity Chair

- Oversee the Publicity subcommittee.
- Work closely with Leigh Pechillo (ACS Communications Director) to ensure that standards are met.
- Work with ACS staff to write and distribute press releases.
- Seek media opportunities to promote Relay event in the community (i.e. town festivals, community programming, etc.)
- Work with Committee to develop plan for distribution of tri-folds and posters.

Volunteers: Photography of the event or any fundraisers, help write stories/articles for the papers, refer any newsworthy information to the publicity chairs.

Registration Chair

- Oversee Registration subcommittee.
- Work with Finance and Team Recruitment Chair to ensure that all teams are registered, with complete contact information for each team member.
- Responsible for weekly updates of registration information to finance. (ie. List of teams, team number, team name, number of members and monies collected.)
- Responsible for maintaining a spreadsheet that will track all participants who have registered (money and waiver).
- Attend team captain meetings and bank nights.

Volunteers: At the event help give information on team captain check in, this committee is set for 2003.

Silent Auction/Drawing

- Follow up on letters for gifts
- Procure display cases/tables for items
- Publicize items for Auction/Drawing
- Ticket sales
- Staff auction day of the event
- Responsible for coordinating delivery of gifts

Volunteers: ticket sales, getting donated gifts, arranging delivery of prizes, staff auction site day of event.

Survivorship Chair

- Coordinate survivor volunteers to create a Survivorship subcommittee.
- Oversee the Survivorship subcommittee to recruit and encourage survivor participation in the Relay.
- Help organize the Survivors' Celebration Lap and the Survivors' Reception.
- Work with the corporate sponsorship chair in securing a Survivor Tent Sponsor.

- Coordinate a survivor reception prior to the Relay in an effort to recruit new survivors to the Relay and to better educate survivors about Relay and the opportunities available at the American Cancer Society.
- Survivor Chair should consult with the Event Chairs concerning possible Survivor Speakers for Opening, Closing, and Luminaria ceremonies.

Volunteers: Help execute the plans for the survivorship committee, help with the reception, encourage people to register, help with thank you notes.

Team Recruitment Chair

- Oversee the Team Recruitment subcommittee in recruiting teams for the Relay.
- Works with Committee to develop potential teams list, and then designs and implements a plan for follow-up.
- Coordinate team captain meetings with event chairs.
- Identify team captains who can mentor newly recruited teams.
- Work with staff and Event Chairs to develop monthly newsletters.
- Update team list weekly.

Volunteer: Need a Chair for this event. Seasoned team captain maybe. Needs to work with new teams and advise them of procedures/forms, etc.

Technical Director

- Oversee all of the technical aspects of the event.
- DJ/Music for the event (except during quiet hours)
- Coordinate with electricians
- Electrical/lighting/sound, stage design, big screen for movie.
- Loudspeakers/announcements

Volunteers: Set up, stage hands, breakdown, DJ's all technical aspects.

Teen/Youth Activities

- Oversee Teen/Youth Activities subcommittee.
- Responsible for organizing activities specifically geared towards teens at the Relay.
- Work with Entertainment Chair and Event Chairs to coordinate teen activities with other ceremonies and participant activities.

Volunteers: Help chairs plan/coordinate/execute the activities for the youth.

Volunteer Chair

- Work with committee to identify volunteer needs and plans recruitment.
- Oversee volunteers for the days of the event.
- Contact schools to identify youth volunteers who need to complete service hours.
- Reach out to community groups as possible volunteers.
- Work with Team Recruitment Chair to identify team members as volunteers.

Volunteers: Help make phone calls, help day of event coordinating all of the volunteers

Administrative Volunteers

- Work with committee and ACS staff to assist with phone calls and administrative duties.