

2019 IRIS Turkey Trot Job Descriptions

Wednesday Set-Up:

1. Set up 9 foot Upright Signage, Sponsor Banners, and IRIS Banners
2. Place Indoor Signage in the proper location – see Gym Maps for details
3. Set up ALL tables - See Gym Maps for details
4. Sort shirts - Youth on Left - Adults on Right (Limited # of people will be Asked to help)
5. Place ADULT Participant Bags BETWEEN Tables
6. Place YOUTH Participant Bags BY Youth T-shirt
7. Set up Gates & Drapes

Thursday Set-up:

1. Check on all area's to make sure they are ready
2. Place 9 foot signs outside at Race Start Locations – see layout map for details
3. Check to make sure that all signage is still in place from yesterday
4. GATOR DRIVERS - see Tom Helgeson:
 - Setup Blow up Turkeys
 - Set hay bales on all legs of Event Signs (IE: 5K Line up)
 - Set hay bales at start for pinwheels
 - Set hay bales on trail for Memorial Signs
 - Set Course Route signs and Mile Marker signs

ALL VOLUNTEERS:

1. Arrive EARLY so you can be trained in at your job!
2. Holly Moulin is the Turkey Trot Chairperson
3. Diana Kelley is the founder and Executive Director of IRIS (507) 330-2148
4. **You Don't NEED to Deal with Problems** - ALL problems are handled by Holly and/or Diana. Contact them and they will come to you.
5. Call 911 for emergencies, If You Think It "**Might Be**" an emergency "**IT IS AN EMERGENCY**". **You make the Call!**
Or call the Faribault PD Non-emergency # 507-334-4305.
6. Turkey Trot T-shirts cannot be exchanged or swapped at the Check-in table. Anyone wishing to exchange/swap a shirt is welcome to do so at the Gift Shop.
7. Donation containers are located at the registration table and the gift shop
8. **ALL EXTRA FOOD AND BEVERAGES MUST BE RETURNED TO THE IRIS OFFICE FOR LEGAL DISTRIBUTION.**

Check-in Table:

Some Computer Knowledge Required - Please bring your lap top or Smart Phone

1. Log into the IRIS Admin site – you will be provided with the address and password.
2. Give participant shirt and Participant bag and give runners their chip/bib
3. Double check t-shirt sizes before handing to participant
4. **NO EXCHANGES ON SHIRTS AT CHECK-IN TABLE.** Exchanges **MUST** be made at the Gift Shop.

5. Kids Goodie Bags will be by the Kid's Shirts & given to all registered children 12 and under regardless of the race they have signed up for.
6. Remind runners that the Chip is in the Race Bib and it must be on the outside of their clothing.
7. Direct participants to the Memorial Area, picture area, etc.
8. When you are ready for a new person to check-in raise your flag and a new participant will be directed to your table

Gator Drivers:

1. Tom Helgeson Chairs this area Find him or call him (507) 838-5260 for direction
 - a. Setup Blow up Turkeys (2 of them)
 - b. Set hay bales at start for pinwheels
 - c. Set hay bales on trail for Memorial Signs
 - d. Set Course Route signs and Mile Marker signs - orange cones needed
 - e. Lead 10K Run
 - f. Sweep for people needing a ride back
 - g. Sweep both 5 & 10K Routes to make sure everyone is finished

Greeters:

1. **One of the Most Important Jobs!** Please know where everything is located inside and outside and outside of the gym, the time line for all events, and races.
2. Welcome EVERY Person that walks in the door with a big friendly smile and a Loud "Thank You For Coming to the Turkey Trot!"
3. Know where to find the answer to the question if you don't know the answer!
4. Direct those entering the gym to CHECK-IN or the REGISTRATION area.
5. At the end of the gate line direct the participant to the next available check-in person

Same Day Registration:

1. All Registration is done online. Those wishing to register can do so on a computer or their cell phone until 8:15 am on the day of the Turkey Trot.
2. Handles cash flow and debit/credit card transactions for those registering.
3. Handles day of donations. All donations will go in a separate jar that is on the table. If someone says their change is a donation, put that change in the donation container. If you become concerned about the amount of money in the donation container, remove some of it and place it in the brown envelope inside the cash box.
4. REMEMBER... DONATION CONTAINERS AND CASH BOXES ARE NOT TO BE COMBINED! THIS IS FOR TAX PURPOSES.

T-shirt Sales:

1. Make sure that all shirt sizes are on display.
2. **NO** Holding shirts for later sale.
3. If someone has received a shirt that is the wrong size from the check-in station you may exchange it for a different size.
4. NO REFUNDS

5. Handles cash flow and debit/credit card transactions
6. Handles day of donations. All donations will go in a separate jar that is on the table. If some say their change is a donation, put that change in the donation container. If you become concerned about the amount of money in the donation container, remove some of it a place it in the brown envelope inside the cash box.
7. REMEMBER... DONATION CONTAINERS AND CASH BOXES ARE NOT TO BE COMBINED! THIS IS FOR TAX PURPOSES.

Volunteer check-in:

1. Check all volunteers in
2. Goes through job duties
3. Directs them to their designated area if possible introduce to the Chairperson of the area.

Memorial Area:

1. Promote this **FREE** Area to participants
2. Assist in Decorate pinwheels if needed
3. Encourage parents to place pinwheels in the hay bales by the start line
4. Encourage parents to take the pinwheel and Memorial Names from wall home following the race
5. Encourage parents to take ONE Keepsake per baby.

Course Marshalls: *Cannot Participate In the Race*

1. Give/point the directions to runners/walkers
2. Know where you are standing (intersection, address, etc)
3. Help runners and walkers if needed - know where 1st Aid is - **call 911 if needed**
4. Manage traffic as runners/walkers are coming through
5. Call for Emergency Help

If you think *maybe* help is need ...**IT IS NEEDED!**

Call 911 Or call the non-emergency number 507-334-4305

Following that call Contact Diana Kelley (507) 330-2148

Refreshment Set-up: *Cannot Participate In The Race*

1. Rearrange tables - See Gym Maps
2. Arrange food and beverages
3. Set out Recycling containers and Garbage cans by all doors and in the middle of the Gyms
4. **ALL EXTRA FOOD AND BEVERAGES MUST BE RETURNED TO THE IRIS OFFICE FOR "LEGAL DISTRIBUTION" to the community.**

Thursday Clean-up:

1. Take down gates and drapes before Refreshments are set up
2. Nothing is to cleaned up until Holly or Diana give the go ahead
3. Do NOT take down any banners until Holly or Diana give the go ahead
4. There is an order to loading Load equipment/supplies into IRIS designated vehicles and trailers. Poles from 9 foot signage must go in first !
5. Make sure the gym looks the BETTER then when we arrived

6. Unload equipment/supplies at the IRIS house
 - a. 9 Foot signage poles go in the garage
 - b. All leftover Food goes in the Kitchen at the IRIS House
 - c. Water and all other items go in the basement

THANK YOU FOR VOLUNTEERING FOR THE IRIS TURKEY TROT!