

Be the Difference.

12th Annual *Take Time for Children Walk*

Volunteer Opportunities

Saturday May 17, 2008

Gordon Park Pavilion

Name: _____	Phone: _____				
Address: _____					
State: _____	Zip: _____	Email: _____			
T-shirts Size (Circle One)	Small	Medium	Large	XL	XXL

Check all that apply

_____ **Pre-Event Preparation**

Courtesy invite, by phone, to past walkers (**week of 3/26**). Add labels and postage to event brochures (**week of 4/9**).

_____ **Indoor Set Up 5:00pm-7:00pm (Friday May, 16th)**

Unload and set up supplies/food. Put up banners, signs, decorations, etc.

_____ **Outdoor Set Up (Shift 1) 7:45 am – 9:00am**

Set up route signs and directional signs. Take supplies to rest stop.

_____ **Outdoor Set Up (Shift 2) 11:00 -12:30pm**

Collect signs and rest stop equipment at end of event

_____ **Indoor Support (Shift 1) 7:45 am – 8:45 am**

Set up breakfast table, put up helium balloons in hall

_____ **Indoor Support (Shift 2) 10:00am – 1:00pm**

Set up and serve snacks to walkers, sell raffle tickets, award raffle prizes, and assist performers with set-up

_____ **Event Registration 8:00 am-9:15 am**

Check in/ register walkers and distribute t-shirts

_____ **Pre-Event Greeters 8:00 am-9:15 am**

Greet walkers and direct them to registration, pledge table, food and warm up site. Sell raffle tickets.

_____ **Prizes/Pledges 8:00 am – 12:00 am**

Collect pledges, distribute individual prizes, and determined grand and team prize winners

_____ **Post-Event Greeters 10:00am – 11:00pm**

Cheer walkers at the finish line

_____ **Rest Stop 8:30am – 11:30pm**

Organize, set up and distribute food and/or beverages to walkers

_____ **Safety 9:30am - 11:30pm**

Monitor areas where walkers need to use extra caution due to traffic

_____ **Medical Assistance (Licensed nurses/doctors) 8:30am – 1:00pm**

Assist walkers with cuts and general medical concerns

_____ **Clean-Up 12:00pm-1:00pm**

Clean hall and reload trucks after event

_____ **Please assign me to the area needing the most assistance.**

Return form to: Roxie Hentz, Teen Approach Inc.
P.O. Box 18745, Milwaukee, WI 53216
or email it to
info@teenapproach.org
Please call (414) 461-6484 with questions.