

# Ottawa MS Walk Volunteer Assignment

<b>Title</b>	<b>Check-in Runners</b>
<b>Purpose</b>	Assist Check-in volunteers with handing out T-shirts, long sleeve shirts and vests to Walkers
<b>Walk Location &amp; Date</b>	<b>Jean Talon building – 170 Tunney’s Pasture Drwy Sunday, April 29, 2012</b>
<b>Where to meet Time Commitment</b>	<ul style="list-style-type: none"> <li>• Sign-in at <b>Volunteer Check-in</b> inside the cafeteria at the Jean Talon building</li> <li>• 7:30 am to 10:30 am</li> <li>• Additional instructions and position location will be provided at check-in</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assist the check-in volunteers by handing out t-shirts and fundraising incentive prizes</li> <li>• Ensure fundraising incentive prize forms are completely filled out</li> <li>• If you give the person any items indicate the size and initial or put a check mark in the item received column. <ul style="list-style-type: none"> <li>▪ T-shirts – All participants that raise \$250</li> <li>▪ Dry Fit Shirt – All participants that raise \$1000 or more</li> <li>▪ Vest – All participants that raise \$2000 or more</li> </ul> </li> <li>• Assist in tearing down of check-in area and packing up of supplies</li> <li>• Ensure a high level of customer service in dealing with Walkers, volunteers, staff and sponsors</li> </ul>
<b>Special Note</b>	<ul style="list-style-type: none"> <li>• <b>It is mandatory for all check-in runners to attend a training session.</b></li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires you to be on your feet for an extended period</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Food and beverages</li> <li>• A terrific volunteer t-shirt!</li> <li>• Invitation to yearly volunteer appreciation event</li> <li>• Part of MS Society volunteer program which helps in fulfilling our mission.</li> </ul>
<b>What to bring, Washrooms, Travel and Parking</b>	<ul style="list-style-type: none"> <li>• This event will take place whether rain or shine.</li> <li>• This position will be inside the Jean Talon building</li> <li>• Washrooms will be available onsite</li> <li>• Parking is available on site at the Jean Talon building. Public transportation is encouraged</li> </ul>
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Prior to event : Michelle Davis – 613-728-1583 ext. 235 or <a href="mailto:Michelle.Davis@mssociety.ca">Michelle.Davis@mssociety.ca</a></li> <li>• On Event Day : Lead volunteer (wearing blue bandana)</li> <li>• On Event Day if you are unable to attend please call 613-407-1968</li> </ul>