



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Check-in
Purpose	Checking in the cyclists and ensuring pledge forms and prize forms are correct and complete
Position Location & Time Commitment	Carleton University - Saturday, August 6 <ul style="list-style-type: none"> 6:30 am – 10:00 am
Where to Meet Us	<ul style="list-style-type: none"> Meet at the “Volunteer Check-in” inside the Norm Fenn gymnasium. See map of University – Building 8
Duties and Responsibilities	<ul style="list-style-type: none"> Greet cyclists in a friendly, courteous and enthusiastic manner Process cyclists pledge sheets and collect funds Count money to ensure it adds up to amounts on pledge sheets and complete payment form Express check-in will not handle any money Hand out route maps and any other pertinent information Hand out rider bids Hand out t-shirts, jerseys (\$1000 raised) & shorts (\$2000 raised) to those who qualify. Assist in tearing down of Check-in area and packing up of supplies Ensure a high level of customer service in dealing with cyclists, volunteers, staff and sponsors
Special Note	<ul style="list-style-type: none"> It is mandatory for all check-in volunteers to attend the volunteer orientation evening for training. If unable to attend, alternate training session must be arranged
Physical Requirements	<ul style="list-style-type: none"> This position requires you to be sitting for an extended period
Benefits	<ul style="list-style-type: none"> Food and beverages A terrific volunteer t-shirt! Invitation to yearly volunteer appreciation event Be part of MS Society volunteer program which helps fulfill our mission.
What to bring, Washrooms, Travel and Parking	<ul style="list-style-type: none"> This event takes place rain or shine This position will be inside Washrooms will be available on site Parking is available on site at Carleton University in lot #5. Volunteers are to make their own arrangements to get to site. Public transportation is encouraged
Questions	<ul style="list-style-type: none"> Before the Tour - Michelle Davis – 613-728-1583 Ext. 235 or michelle.davis@mssociety.ca During Tour weekend – 613-407-1968