



LARS

Laurel Advocacy & Referral Services, Inc.

311 Laurel Avenue Laurel, Maryland 20707

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Greetings!

Thank you for your interest in volunteering for the 1st Annual Spring into Summer 5K and Family Fun Walk on June 20, 2015! As participants from across the DMV come together on race day, LARS will be depending on volunteers like you to help us have a fun and successful event! By participating, you will be helping to end hunger and homelessness in Laurel. 100% of the race proceeds go directly to LARS whose mission is to enable homeless and low-income people in Laurel who are in crisis to achieve stability and long-term self-sufficiency.

Gather family members, fellow students, friends, colleagues, etc. to form a volunteer group! Volunteers are needed for a variety of activities leading up to the race and on race day. If your group wants to volunteer as well as participate in the event, please choose an early volunteer shift.

Spring into Summer 5K & Family Fun Walk Schedule

- 6:30am-8am Volunteer Check-In
- 7am-8am Registration & Packet Pick-up
- 8am-9am 5K & Family Fun Walk
- 9am-10am Post-Race Activities

Sign-Up to Volunteer

To sign up as a volunteer group, please complete the attached application and return to LARS no later than June 18, 2015. Please include an email and mailing address for the primary group contact person to get important event details. You will be contacted once LARS receives your group application. About 2 weeks prior to the event, you will receive a confirmation email with your group's position details and event information. Please contact LARS if you do not receive the confirmation email 1 week prior to the event date.

***Youth Volunteers:** Youth under the age of 18 must have permission from his/her parent to participate in the event. We advise that any participating youth be accompanied by a parent or guardian.

I invite you to stay after the race to enjoy great food, music, and post-race activities!

Please feel free to contact me if you have any questions. I look forward to working with you!

Sincerely,

Stephanie Guzman

Volunteer Coordinator

(301) 776-0442 x34

sguzman@laureladvocacy.org



SPRING INTO SUMMER 5K

GROUP VOLUNTEER APPLICATION FORM

Laurel Advocacy and Referral Services

GROUP CONTACT INFORMATION: (PLEASE PRINT CLEARLY)

GROUP/ORGANIZATION NAME: _____

PRIMARY CONTACT PERSON*: (SEE BELOW) _____

CELL PHONE # _____ EMAIL: _____

ADDRESS _____

CITY

STATE

ZIP CODE

ALTERNATE CONTACT PERSON: _____ CELL PHONE # _____

GENERAL GROUP INFORMATION:

TOTAL # OF VOLUNTEERS: _____ # OF ADULTS (18+) _____ # OF YOUTH (UNDER 18) _____

OF T-SHIRTS BY SIZE: XS: _____ S: _____ M: _____ L: _____ XL: _____

*The primary contact for your group assumes responsibility for the overall activities of the group, including supervision on the date of service.

SPRING INTO SUMMER 5K VOLUNTEER DETAILS

LOCATION: McCullough Field at 8th Street & Montgomery Street. (UNLESS OTHERWISE NOTED)

PARKING: Alongside the field and across Montgomery Street at the Laurel Boys & Girls Club.

BENEFITS: As a volunteer group, you will receive a free event t-shirt and snacks and gain the satisfaction of knowing you contributed to a cause right here in your community.

VOLUNTEER SCHEDULE:

Friday, June 19, 2015, 3pm-6pm at Sports Authority in Laurel

☐ Pre-Event Packet Pickup | 10 SLOTS AVAILABLE

Saturday, June 20, 2015

☐ Race Participant Registration | 7am-8am | 5 SLOTS AVAILABLE

☐ Event Set Up & Tear Down Shift | 6:30am-7:30am; 9:30am-10:30am | 6 SLOTS AVAILABLE

☐ Course Marshals | 8am-9am | 75 SLOTS AVAILABLE

☐ Refreshments Station | 7:30am-9am | 5 SLOTS AVAILABLE

PLEASE SEE PAGE 2 FOR POSITION DETAILS.

CHECK ANY POSITIONS YOUR GROUP IS WILLING TO WORK. UPON RECEIPT OF YOUR GROUP APPLICATION, YOU WILL BE CONTACTED TO CONFIRM THE POSITION YOUR GROUP HAS APPLIED FOR.

GROUP VOLUNTEER POSITION DETAILS

Pre-Event Packet Pickup: Be a part of the excitement before the big race! Participants pick up their event information and race bib numbers so they are ready for race day. Duties include registering participants, passing out race packets and t-shirts, and providing race information.

Race Participant Registration: Be a part of the excitement the day of the big race! Participants pick up their event information and race bib numbers before the race. Duties include registering participants, passing out race packets, and t-shirts to participants, and providing race information.

Event Set Up & Tear Down: A behind the scenes duty that helps the event start and finish with success. Help with the setup of equipment, tables, chairs, and other items. Provide an extra hand after the event wraps up and make sure the event space is returned back to its original condition. Can't be afraid to get your hands dirty or help with heavy lifting.

Course Marshals: Direct participants along the routes to ensure they go the proper way and cheer them on as they go by. Duties include having a proper understanding of the course and ensuring safety. Help participants by directing them at critical turn points.

Refreshments Station: Provide food and refreshments to the participants during the event. Duties include set up of refreshment station with tables and food/refreshments, restocking food as needed, and picking up trash to help the City of Laurel. Station needs attended from 7:00am-9:00am.

GROUP RELEASE & WAIVER

Please read the following agreement and sign below:

In connection with our voluntary involvement in activities undertaken for, and with the participation and support of LARS, a non-profit charitable organization, we hereby agree, for ourselves, our heirs, assigns, executors, and administrators to release and discharge LARS, its officers and directors, employees, agents, and volunteers from all claims, demands and actions for injuries sustained to our person(s) and/or property as a result of our involvement in such activities, whether or not resulting from negligence, and we agree to release and hold LARS, its officers and director, employees, agents and volunteers harmless from any cause of action, claim, or suit arising there from. We agree to use our personal insurance as the primary provider in the event of injury due to our work as volunteers for LARS. We also grant LARS full permission to use photographs of us. We hereby attest that our attendance and involvement in such activities is voluntary, that we are participating at our own risk, and that we have read the foregoing terms and conditions of this release.

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete.

Name (Printed)

Date

Signature