



# 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 1<sup>st</sup> 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.

Volunteers are needed for a variety of activities leading up to the race and on race day. If you want 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, please complete the attached application and return to LARS no later than June 18, 2015. Please include your email and mailing address on your application to ensure that you receive important event details. Once LARS receives your application, you will be contacted to confirm our receipt of your application. About 2 weeks prior to the event, you will receive a confirmation email with your 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](mailto:sguzman@laureladvocacy.org)



# SPRING INTO SUMMER 5K VOLUNTEER APPLICATION FORM

Laurel Advocacy and Referral Services

**PERSONAL INFORMATION:** (PLEASE PRINT CLEARLY)

T-SHIRT SIZE: ADULT (XS-XL) \_\_\_\_\_

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP CODE EMAIL: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATION TO VOLUNTEER: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

## SPRING INTO SUMMER 5K VOLUNTEER DETAILS

**LOCATION:** McCullough Field at 8<sup>th</sup> Street & Montgomery Street. (UNLESS OTHERWISE NOTED)

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

**BENEFITS:** As a volunteer, 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

**Saturday, June 20, 2015**

☐ Volunteer Check-In: 6:30-8:am

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

☐ Race Participant Registration: 7am-8am

☐ Warm-Up Coach: 7:30am-8am

☐ Put Me Where You Need Me Volunteers: 7am-9am

☐ Course Marshals: 8am-9am

☐ Photographers: 8am-10am

☐ Refreshments Station: 7:30am-9am

**PLEASE SEE PAGE 2 FOR POSITION DETAILS.**

**CHECK ANY POSITIONS YOU ARE WILLING TO WORK. UPON RECEIPT OF YOUR APPLICATION,  
YOU WILL BE CONTACTED TO CONFIRM THE POSITION YOU HAVE APPLIED FOR.**

## **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.

**Volunteer Check-In:** Check in volunteers the day of the big race and get them where they're needed. Duties include checking in/registering volunteers, passing out t-shirts, and preparing volunteers for their assignments.

**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.

**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.

**Warm-Up Coach:** Help participants start off on the right foot! We are looking for an enthusiastic and experienced runner to lead participants in a warm up 20 minutes before the race begins.

**Put Me Where You Need Me Volunteers:** Are you a volunteer who just wants to help and doesn't care where you are assigned? Help out at the Start Line, Finish Line, or somewhere in between!

**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.

**Photographers:** Capture the amazing achievements of the participants at the Start Line, Finish Line, and the many places in between. Please bring your personal camera!

**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.

## **RELEASE & WAIVER**

Please read the following agreement and sign below:

In connection with my voluntary involvement in activities undertaken for, and with the participation and support of LARS, a non-profit charitable organization, I hereby agree, for myself, my 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 my person and/or property as a result of my involvement in such activities, whether or not resulting from negligence, and I 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. I agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for LARS. I also grant LARS full permission to use photographs of me. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release.

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Volunteer Signature

Date

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Parent/Guardian Signature (required if less than 18 years of age)

Date

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Print Parent/Guardian Name