

Tubbs Romp to Stomp out Breast Cancer
Oregon: February 25-26, 27, 2010
VOLUNTEER INFORMATION

For those volunteering for Priority Check-in Locations &/or Event-Day

Dear Volunteer,

First, let me extend an HUGE THANKS for your efforts at the 2010 Romp to Stomp out Breast Cancer. This event could not happen without you, so please know that your efforts are greatly appreciated and that you are helping to make breast cancer history! The following info will help with most of the initial questions you might have about volunteering at the Romp, but should you have anything specific, please don't hesitate to contact me!

Cheers,

Wendy Miller, Romp to Stomp Manager

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ROMP PRIORITY CHECK-IN VOLUNTEER DETAILS

DATE: Thursday, February 25th, 2010

VOLUNTEER SHIFT: 3:30pm-7:30pm

LOCATION:

Columbia Sportswear Flagship
911 SW Broadway
Portland, OR 97205

What is the priority check-in?

The priority check-in was introduced as a way to lessen the business of the morning of the event. Those who are pre-registered can check-in, get their bib number and goody bag and submit donations. Then, the morning of the Romp, all they have to do is show up, pin on their bib, get demo snowshoes (as necessary), and be at the start line at 9am (if their racers) or 9:30am (if their walkers). People can also pre-register for the event at priority check-in (for the \$35 rate), and team captains (or a team representative) can pick up materials for their entire team. Participants can also turn in their donations from fundraising. Essentially it is exactly like morning-of check-in... just a day or two before.

What will I do as a volunteer?

You can choose one of four volunteer roles:

- 1) **Donation Table:** Accept donations for Susan G. Komen for the Cure
- 2) **Event Registration:** Register new participants
- 3) **Pre-registration check-in:** Check-in preregistered participants
- 4) **Crowd management:** Greet people at the store, direct them where to go, manage the line if one forms, etc.

What time should I show up? 3:30pm

When I arrive, who should I talk to?

Either: Wendy Miller (Romp director), Katie Herod (Tubbs Marketing Manager)

General Schedule:

3:30-4:30pm: Training set-up; even if you volunteered for registration and check-in last year, there are a number of changes in the process that are important to go over.

4:30pm: Check-In opens

6pm: Try to wrap up check-in

6:30-7:30pm: Count registrations, registration income, and donations

7:30pm: Volunteers head home!

ROMP PRIORITY CHECK-IN VOLUNTEER DETAILS

DATE: Friday, February 26, 2010

VOLUNTEER SHIFT: 4:00pm-8:00pm

LOCATION:

Clackamas REI
12160 SE 82nd Ave
Portland, OR 97086

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- 4) **Crowd management:** Greet people at the store, direct them where to go, manage the line if one forms, etc.

What time should I show up? 4:00pm

When I arrive, who should I talk to?

Either: Wendy Miller (Romp director) or Katie Herod (Tubbs Marketing Manager)

General Schedule:

4:00-5pm: Training set-up; even if you volunteered for registration and check-in last year, there are a number of changes in the process that are important to go over.

5pm: Check-In opens

7pm: Try to wrap up check-in

7:30-8pm: Count registrations, registration income, and donations; take down and load up supplies

8pm: Volunteers head home!

EVENT DAY VOLUNTEER DETAILS

White River West Sno Park, Mt. Hood, OR, Saturday, February 27th, 2010

General Schedule

7:00am Volunteers **meet** at White River West Sno Park (allow 10 mins to park)

8:00 am Participant Registration, Check-in & Pledge Collections Open

9:00 am 3K Snowshoe Fun Race

9:30 am Main Event: 3K or 5K Benefit Walk (participant's choice)

11:00 am Closing & Award Ceremony

12:00pm Finish final take-down

What time should I show up?

Please ARRIVE at the White River West Sno Park at 7am. This will allow us enough time to set up the registration area, assign volunteer roles, and grab a cup of cocoa or coffee!

How do I get to White River West Sno Park?

From Portland take HWY 26 to Mt. Hood. Continue past Government Camp a few miles to the HWY 35 junction. Take HWY 35 (North/East) towards Hood River. The Sno Park will be on the left (West) a few miles past the intersection. Be sure to have a current [Sno Park Permit](#) displayed in your vehicle.

Where do I park? Does it cost to park?

PLEASE CARPOOL! Parking is limited at the Sno Park, so please car pool if you can. Be cautious and please DO NOT block any traffic driving on the main road. Do not park on the highway.

You'll need to have a [VALID SNO PARK PERMIT](#) in order to park. Permits can be purchased at all Portland-area REI stores and Otto's (in Sandy on the way up the mountain). Sno-Park permits issued by Washington, California and Idaho are honored in Oregon

After parking, where should I go?

Gather your belongings and head to the Check-In area. Track down Wendy Miller, Kristen Strand or Katie Herod.

What will I be doing?

Take a look at the basic list of duties and if you have a preference, please let us know that morning.

Registration: We'll need about 6-8 volunteers to staff the check-in area. Since the operations of this area will be essentially the same as at the priority check-in, we'll try to put folks who volunteered there at this location. Volunteers at this station will be registering new participants, checking-in pre-registered participants, or collecting donation money. After registration is over, you'll also be totaling the donations taken so that we can announce the top fundraisers and the total amount raised.

Parking: Parking is tight at the Sno-Park, so if we have enough volunteers to spare, we'd love to assign some to direct cars in the lot to park as efficiently as possible.

Banner-Hangers: We have fantastic sponsors and want to make sure that they are recognized! We need 2 volunteers to help hang banners in the "expo/registration" area, the start/finish area, and maybe some out on the course.

On-Course help/cheering: We need 2-3 energetic volunteers to cheer on the participants and staff the on-course water station, or point folks in the right direction. Even though this job involves bundling up, but it is worth it to see the smiling faces of all the Rompers and Stompers and encourage them along the way!

Race Timing: We need 1-2 people to help time the race (with stop watches).

Floaters: We'll need 1-2 people to serve as floaters, helping out where-ever help is needed—maybe pointing people in the right direction, checking people in during the busiest times, etc.

"Barista": We'll need 1-2 people to help oversee the Green Mountain Coffee and the hot cocoa. We've rented brewers and cambro's that hold LOTS of yummy warm beverages that might need to be periodically refilled.

Site Breakdown: at the end of the Romp, we'll need help packing up and bringing down snowshoes and tent canopies as well as taking down and packing up the registration area. All items will get loaded in the rented Uhaul.

What should I bring/wear?

Clothing: Dress in layers! **There are NO INDOOR FACILITIES** at the sno park area. Everything will be OUTSIDE! There is a chance of rain or snow, so make sure to bring a jacket, warm under-layers hats, gloves, etc.

Lunch/Snacks: We'll be pretty busy all morning so bring snacks to keep you going! We'll coffee and cocoa, but we recommend bringing your favorite snacks if you can! There are no food services available. By the time we're finished it will be lunch time, so we recommend bringing a lunch!

Can I also participate in the Romp?

There are some of you that, along with volunteering you'd like to participate in the Romp to Stomp itself. This is possible, but know that we aren't able to have ALL volunteers go out and do the event because we need your help in counting and coordinating. If you'd like to participate in the Romp, please...

- 1) Let us know! So that we can plan (email romptostomp@tubbssnowshoes.com)
- 2) Register for the Romp online (online registration closes Wed, Feb 24 at 5pm), at priority check-in or the day-of.
- 3) Make sure to tell us you are participating in the walk along with volunteering.
- 4) When done walking, if you can help with take-down, we'd greatly appreciate it!
- 5) Note that we'll probably put you at a registration table and then you can head up to the top when it is time for the event to start.