



Volunteer Task Descriptions

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Don't see your task listed? Visit us [ONLINE](#) to view additional task descriptions.

Questions? Email info@palmettocc.org



Awards

Jarden Staff Contact:

Kim V.

What it entails...

- 6 volunteers;
- Volunteers will be charity/public volunteers;
- 6 glass shamrock awards (overall male/female, masters male/female, grandmasters male/female);
- 113 medals

Awards Set-Up/Break-Down

Awards Table – Set Up

- Begin by 9:45 a.m. (immediately following kids' run) at Paladin Plateau on stage
- 3 volunteers are stationed at the table to organize and distribute awards based on list provided from timekeepers.
- Once complete, breakdown table and take remaining awards to Go Green Timing table located on the concourse.
- 3 Volunteers will be stationed at the Go Green Timing table to hand out awards for individual age group awards. List to be provided by timekeepers.

Awards Distribution - Runners

Award Delivery Instructions

- The first awards to be announced and runners asked to come pick up their award as part of the presentation will be Grandmasters, Masters and then Overall.
 - Shamrock Awards
 - 1st Place Male & Female Overall
 - 1st Place Male & Female Masters
 - 1st Place Male & Female Grandmasters
- Next, the Age Group award winners will simply be asked to come by the Go Green Timing table (on the concourse) to pick up their medal – no big presentation.
- Volunteers stationed at the Go Green Timing table for age group awards will look-up the age category and/or by last name. The timekeepers will be able to provide timing to anyone who did not get an award or for anyone who has questions.



Bag Drop

Jarden Staff Contact:

Lisa R.

What it entails...

- Up to 13 volunteers from start to finish (in shifts – see volunteer list);
- Volunteers will be mostly public/charity volunteers;
- Brown grocery-like bags;
- 30 boxes;
- Staplers, and;
- Sharpie markers.

How It Works...

Set-up:

- Bag drop will be located in the “Verizon Power Alley” near the entrance of the stadium. Signs will designate where bag-drop is located, as this area will have one entrance/exit to ensure the protection of items.
- Runners are leaving the items at their own risk, however we will do everything possible to ensure safety of items.
- Materials will be left at the station for set-up (approx. 7:00am) so volunteers can organize materials ready from drop-off.

Flow of Bag Drop:

- Runners/Walkers will use bags to place their valuables during the race.
- The bib number is placed on the outside of the bag and the bag is stapled shut. Volunteers will also place the runner/walker name on the bag, as a secondary form of ID.
- Bags are then placed in numerical order by volunteers.
- Bags will never be left unattended.
- Individuals taking advantage of the Bag Drop can claim their bag with their bib, to confirm the bib number. If the bib is lost, confirm the name on the bag.
- The Bag Drop will only be available throughout the event hours. After 12pm, any bags leftover will be provided to Morgan Fields or Kim Carr, as the rightful owners will be contacted to retrieve their items.

Donation Station & Raffle



What it entails...

- 2-4 Volunteers; Volunteers may be from Jarden or representing a charity (one Jarden staffer per table);
- Cash box with <\$50 to be used for change only;
- 2-4 Ball mason jars for the donations;
- Swag from 2015/2016 SPD&B to be used, and;
- Swag must have the date listed on the item to be used for the 'Donation Station'.
- The 'Donation Station' is intended to help alleviate the current inventory of items that can no longer be used for future events whilst ensuring every possible dollar is raised for the beneficiaries.

How It Works...

DONATION STATION

- Anyone can provide a donation and choose an item from those available at the 'Donation Station'.
- The donation shall be a monetary donation of any amount.
- Donations will be added to the total funds raised which will be disseminated among the beneficiaries at the conclusion of the event.
- Empty the donation jars, if needed, and place money in cash box.
- **People can give any amount of money and take an item (mug, t-shirt, etc).**

RAFFLE

- This year we are raffling a Regions Bank bicycle and helmet.
- Raffle tickets are available from \$1 each or \$10 for 12 tickets.
- Attendees do not have to be present to win, but will need to claim the prize before EOD Friday, March 24th.

Questions? Email – info@palmettocc.org



Info Table, Volunteers, ID Check & Floaters

Jarden Staff Contact:

Cathy M.– Volunteers (all)

What it entails...

- 8-12 volunteers (Friday), 22 volunteers (Saturday);
- Volunteers will be mostly charity/public volunteers;
- Site maps (printed);
- Vendor lists (printed);
- Costume Contest Rules (printed);
- FAQ's (printed for reference);
- Wristbands, and;
- Volunteer Shirts.

Info Table & Volunteers

Friday, March 17:

- Begin at 10:00 a.m. at Fluor Field Concourse.
- Provide check-in for Volunteers at packet pick-up (provide shirts, instructions, etc.).
 - Volunteers receive a shirt and meal voucher upon check-in
- Answer general questions from runners/walkers.
- Refer to printed handouts for additional instruction/guidance.

Saturday, March 18:

- Arrive by 6:30 a.m. at both info tables and volunteer table.
- Operate as general Q&A, lost & found, lost parents, etc.

ID Check

- Beginning at 8:00 a.m., work with Greenville Drive representative to provide alcohol ID bracelets.
- Once Drive rep confirms age, place wrist band on event participant.
- During registration, participants receive (1) free beer ticket to redeem for their beverage (located on their bib for tear-off). No need to place an 'X' on their bib.

Floaters

Friday, March 17:

- Beginning at 10:00 a.m., work at various tasks as needed (set up tables, hang banners, fill-in assignments, etc.).

Saturday, March 18:

- Beginning at 6:30 a.m., work at various tasks as needed (moving tables, fetch & carry, fill-in assignments, volunteer breaks, etc.).

St. Paddy's Day Dash & Bash – FAQ

Saturday, March 18th, 2017



5K Race Questions:

1. **When does the 5K begin?** The 5K run begins promptly at 8:30AM. Opening ceremonies begin at 8:15AM.
2. **Where does the 5K begin?** The 5K begins at the intersection of South Main Street and Markley Street (in front of the Fluor Field Main Street Entrance). A map is available.
3. **Can I buy a race shirt?** Yes! We have shirts available for \$10 at the Merchandise table.
4. **Where are the restrooms on the 5K route?** Restrooms are located at the starting line inside the Main Street entrance of Fluor Field.
5. **Where and when are awards given out for the 5K?** There are 2 types of awards for the 5K:
Overall Winners – Overall winners will be recognized at Paladin Plateau/ Main Stage during Awards Presentation at 10:00 AM. This group consists of the First, Second, Third Place for Overall, Masters (40-49) and Grandmasters (50+) male/female.
Age Group Winners – There is an awards table in the stadium concourse with monitors listing age group winners. Awards are available there (1st, 2nd, 3rd male/female). Layout is available. Runners are encouraged to check at the timekeepers' table to see if they've placed. Age groups are: 14 and under, 15-19, 20-24, 25-29, 30-34, 35-29, 40-44, 45-49, 50-54, 55-59, 60-64, 65-70, 71+

General Race Questions:

1. **Can I still register?** Registrations are accepted online through Wednesday, March 15th and in-person Friday, March 17th, 11:00 AM – 7:00 PM and on Saturday, March 18th from 7:30 AM – 8:00 AM.
2. **Where do I register?** Registration is online or in the concourse across from Paladin Plateau/ Main Stage. Layout is available.
3. **Where/when do I pick up my race packet?** Packet Pickup is in the concourse across from Paladin Plateau/ Main Stage on Friday, March 17th from 11:00 AM-7:00 PM or on Saturday, March 18th beginning at 7:00 AM. Layout is available.
4. **Can strollers be included in the 5K?** Sure! We just ask that stroller runners be mindful of other participants around them, for safety, and aim to stay closer to the back or less crowded areas.

Kids Fun Run Questions:

1. **When does the Kid's Fun Run begin?** The Kid's Fun Run begins at 9:45AM.
2. **Where is the Kid's Fun Run?** The Kid's Fun Run runs around the warning track (dirt track) of the field. The kids meet outside of the Field Street gate to line up to run. The finish line is the same as the 5K run.
3. **When and where are awards given out for the Kid's Fun Run?** St. Paddy's Day beads will be given out to all kids participating in the Fun Run on the field as they start/finish. The first finishers for each age group will receive a prize immediately when they finish.
4. **Do I need to register my child for the Fun Run?** Registration is not required. If you would like to purchase a kid's shirt you may do so online prior to the race or at Fluor Field for \$10 (Friday/Saturday only) located at the registration table.

Silent Auction Questions:

1. **What time does the Silent Auction begin and end?** The Silent Auction will run from 8:00 AM until 10:45 AM.
2. **What forms of payment are accepted for Silent Auction items?** On the day of the event, credit cards, cash or checks (payable to Palmetto Children's Charity) will be accepted.
3. **Can I pick up my auction item after the event?** Yes! Auction winners who are not present upon conclusion of the auction will have until Friday, April 7th to claim their item(s). Please contact Morgan Fields (864-879-8157) to arrange pickup. Cash, check or credit card will be accepted. Winning bids unclaimed at the event will also be contacted directly.

General Event Questions:

1. **Where does the trolley pick up and drop off?** The trolley picks up at the City of Greenville's County Square and drops off at Flour Field at the Field Street gate of the stadium.
2. **How long does the trolley run?** The trolley service runs from 6:30 AM until 12:30 PM. Trolley runs every 15 minutes.
3. **What time does the event begin?** Officially, 8:00AM however, runners begin the 5K at 8:30AM, and all remaining festivities will immediately follow.
4. **When do the bands play?** WPOS begins at 8:30 AM and they will play until 12:00PM.

5. **What time does the concession stand begin serving food?** Breakfast food will be served beginning at 6:30 AM and all other food will be available at 9:00AM. Concessions will offer food and beer.
6. **What time does the concession stand begin serving adult beverages?** Adult beverages will be available at 8:30 AM.
7. **Where is the “Lost & Found?”** Lost and Found is located at the Information table closest to the Main Street entrance.
8. **Can I buy a race shirt?** Yes! We have shirts available for \$10 at the Merchandise table.
9. **Where will the check presentation occur?** At the starting line, with the opening announcements, beginning at 8:15 AM (Approximately).
10. **Who benefits from the Dash & Bash?** Palmetto Children’s Charity (PCC). The FIVE PCC-selected beneficiaries are: GHS Children’s Hospital, Camp Spearhead, Let There Be Mom, Legacy Charter School, and Make-A-Wish South Carolina.
11. **How can I get my non-profit listed as a beneficiary?** Log on to www.palmetto.org and click ‘beneficiaries’. During the open application period, any charity wishing to be considered may fill out an application and submit for PCC’s board of directors to review.

Volunteer Questions:

1. **Where do I park?** Parking is available for volunteers at Thrive Church (404 Vardy Street).
2. **Where do I go once I get to Fluor Field?** Please enter the Main Street entrance of Fluor Field and report to the Info Table/Volunteer Check-in.
3. **What do I wear?** Upon check-in, you will receive a volunteer t-shirt to wear during your shift. Please remember to wear comfortable shoes.
4. **Is breakfast/lunch provided?** Lunch is provided on Friday, March 17th. Volunteers on Saturday, March 18th will receive a meal voucher to redeem at a concession stand.
5. **Can I drink alcohol while volunteering?** The consumption of alcohol before or during your volunteer shift is prohibited. After you have completed your shift, we encourage you to partake in all the “Bash” activities.
6. **Can I bring my child with me while I volunteer?** Yes, as long as the child remains supervised and the parent/guardian assumes all liability.



Kid's Fun Run

Jarden Staff Contact:

Brian S.

What it entails...

- ~15 volunteers;
- Volunteers will be charity/public volunteers;
- Age posters (4 total) ;
- Rope to separate the age groups; Race 1 = Under 5 - Race 2 = 6,7 - Race 3 = 8,9 - Race 4 = 10,11
- Green beaded necklaces, and;
- (4) \$25 gift cards – for winners of each age group.

Kid's Fun Run

- Volunteers should begin to congregate by the Field Street gate at 9:00 a.m.
- First call for kids to assemble is at 9:30 a.m.
- Use rope and age posters to begin segregating kids into appropriate groups.
- Kids receive a green beaded necklace for participating. Volunteers are asked to hand them out during lull time prior to start. Otherwise, kids crossing the finish line will receive beads.
- It is the goal of GoGreen to provide bibs (fake) for each registered kid. Bibs will be provided when the child/family checks in at packet pick-up.
- The Kids Run begins at 9:45 AM.
- Start the kids by age group, allowing enough time to avoid overcrowding in the gate/field area.
- Emcee will be with the volunteer team and help begin each age group in addition to rallying the crowd.
- Awards are handed to those who win each age division of the race. No special announcements will be made for these awards. Awards will be handed on-site by volunteers. Left over awards can be picked up at the Go Green Timing table located on the concourse.



Kids' Zone

Jarden Staff Contact:

TBD

What it entails...

- 5-9 volunteers (Saturday);
- Clip boards (3-4);
- Laminated waiver forms (3-4);
- Printed acknowledgement sheets (multiple per clip board);
- Stamps (6);
- Pens

Kids' Zone

Saturday, March 18:

- Begin by 7:30 a.m. at Flour Field concourse (to ensure all materials are set and ready to go)!
- Each Kids Zone attraction should have at least 1 volunteer, including the playground area at Fluor Field. Additional volunteers should be placed in high traffic areas or float between attractions to alleviate congestion, assist with hand stamping, etc.
- Volunteers will have waiver signature sheets and stamps for kids' hands.
- Once parents/guardians sign the waiver then kids receive a stamp on their hands.
- Volunteers will check each child for a stamp prior to granting access to the attraction.
- Volunteers will also provide any necessary instructions to kids regarding the attraction.

Passport to St. Paddy's



How it Works...

- Volunteers from the Information tables will facilitate the distribution of the passports and prizes.
- Each attendee can pick up a Passport to St. Paddy's which encourages attendee's participation with our vendors
- We will provide each vendor with a unique stamp. Once an attendee speaks with a vendor, they will stamp the attendee's passport.
- Attendees who complete their card will return to the Information table to receive their prize.
- The first 200 attendees will receive a Thomas Creek pint glass.
- After the pint glasses are distributed, the attendee will receive a pair of sunglasses.
- Prizes must be claimed the day of the event.

Questions? Email – info@palmettocc.org



Registration, Bibs, and T-Shirts

Jarden Staff Contact:

Josh S. - Registration
Jamie R. & David C. – Bibs
Paula S. - Shirts

What it entails...

- 34 volunteers (in shifts) on Friday; 27 Volunteers (in shifts on Saturday)
- Volunteers will be mixed but mostly Jarden staff
- Participant t-shirts (both 5K and Kid's Fun Run);
- Clip-boards/registration forms;
- T-shirt tickets (yellow) for same-day registrants;
- Any additional coupons/give-aways
- Bags for shirts/materials given out (LynnPro bags)
- Sharpie markers;
- Pens;
- Cash Boxes (1) with a total of \$200 for change (note: cash box will be handed off to Silent Auction Lead after registration closes on Saturday);
- iPads (2) and Square readers (2).

New Registrations ONLY

- Set-up for registration will begin at 11:00 a.m. on Friday and 7:30 a.m. on Saturday
- Two tables for SAME DAY REGISTRATION will be set adjacent from packet pick-up tables.
- One table will be for people to have space to fill-out registration forms, another table will be for processing the forms, providing bibs, and taking payment.
- Packet pick-up and registration opens at 11:00 a.m. on Friday, and 7:30 a.m. on the Fluor Field concourse.
- Work with Go-Green to set up registrations.
 - Go-Green needs to assign EACH bib to EACH new registrant before the bib can be handed off. Only the Go-Green team member may assign the bib. Once the registration form is completed, pass off to Go-Green team-member for processing, then collect payment.
- Collect cash, check or use Square device to accept credit card payment (be sure to list the items paid for in the "Notes" section in Square).
 - Please keep all cash and checks in the cash box.
- Provide new registrants with the following: (1) yellow ticket with their preferred t-shirt size (use sharpie marker).
 - The yellow ticket will be used to verify with the shirt table volunteers that the runner has paid for their registration and gets a shirt.

Packet Pick-Up: Pre-Registered Runners

- Set-up for packet pick-up will be at 9:30 a.m. on Friday and 6:30 a.m. on Saturday.
- Four tables will front registration – participants may check-in at any location and volunteers will have full registrant list provided.
 - 4-8 volunteers will be assigned to 'front' registration.
- Shelves holding the runner bibs (in numerical order) will be placed behind the registration check-in tables where runners will pull the bib numbers as requested by the volunteers 'fronting' registration.
- Before providing the bib to the runner, confirm the correct bib is being provided to the appropriate runner.
- Volunteers will then direct runners to the t-shirt table, where their bib will indicate which size shirt they are to receive.

Bibs

- Set-up will begin at 9:30 a.m. on Friday and 6:30 a.m. on Saturday.
- 4-6 volunteers will assist with bibs at any time during shifts, unless moved by Savannah to accommodate another area for help.
- Bibs for runners who registered March 18th or prior will be pre-assigned and printed by GoGreen Timing.
- Same-day registrants will be issued a bib when they pay/register on-site.
 - GoGreen Timing works to quickly enter their information to log the chip/runner for their timing services.
- At least three volunteers will need to 'back' the registration tables and provide registration volunteers with the bibs requested.
- Bibs will be in numerical order, provided by GoGreen, and will have each runner's information displayed on the bottom (printed on a label).
- A floating volunteer may also be used as additional support, particularly on Saturday.
- Allow the registration volunteer to confirm the correct bib was provided for the correct runner.
- Additional assistance may be requested by at the same-day registration table; however, GoGreen will work with volunteer lead to assess these needs on Friday/Saturday.

T-Shirts & Team Pick-Up – 5K and Kid's Fun Run Shirts ONLY

- Set-up will begin at 9:30 a.m. on Friday and 6:30 a.m. on Saturday.
- Three tables will be provided for t-shirts.
- 3-5 volunteers will assist with bibs at any time during shifts, unless moved by Savannah to accommodate another area for help. Volunteers will be comprised of Jarden staff.
- T-shirts are pre-sorted, in boxes, by size and type.
- Pre-registered runners will provide the bib to t-shirt volunteers so they may provide the appropriate size shirt designated on the printed label at the bottom of the bib.
- Same-day registrants will provide t-shirt volunteers with a yellow ticket that will list the size of shirt for which they have registered.
- Sizes are subject to availability.
- A list of teams who have previously arranged to pick-up as a group will be provided to volunteer lead prior to Friday.
 - T-shirt volunteers are asked to work with registration volunteer team to acquire bibs and appropriate tickets/coupons.
- Yes, friends/family members may pick-up for someone else.
- It is preferred that registrants stick to the size they registered for. If they would like a different size we will try to accommodate.



Runner Refreshments

Jarden Staff Contact:

Savannah F. & Registration Team

What it entails...

- 12 volunteers;
- Volunteers will be mostly/all charity/public volunteers;
- Water bottles from Trehel Corporation;
- Snacks (pre-purchased, loaded on truck), and;
- Chick-fil-A nuggets (500), to be produced by CFA team.

Runner Refreshments

- Between 8:00-8:30 a.m., promptly, clear all registration materials with registration volunteers and set-up food items, which will be stored in the concession area behind registration.
- A CFA team member will accompany volunteers to help hand out nuggets.
 - Please, one per person.
- Begin clean-up around 9:30 a.m.
 - Concession stand will open at 9:00 a.m.



Silent Auction

Jarden Staff Contact:

Mark G.
Savannah F.

What it entails...

- 2-4 volunteers (Friday), 12-14 volunteers (Saturday);
- Volunteers will be mostly/all Jarden staff;
- Auction items;
- Bid sheets;
- Pens;
- Cash Box;
- Square reader(s) and iPad(s), and;
- Item display holders.

Silent Auction

Thursday, March 16:

- A couple of volunteers will be needed from 3:00 – 6:00 p.m. to help load the truck.

Friday, March 17:

- Begin around 9:30 a.m. at the Fluor Field concourse.
- Set up tables and unload auction items from the truck.
- Ensure all items are present and lay out for easy viewing.
- Place bid sheets with all auction items.
- After Packet Pick-up has ended (7:00 p.m.), cover and secure auction items.
- Auction items should be secured overnight in Suite 15 at the Drive Stadium. Door will be unlocked. If there are issues, contact Jessica.

Saturday, March 18:

- Arrive at 6:30 a.m. to position auction items.
- Lay out pens and monitor bidding activity until auction ends at 10:45 a.m.
- Once the announcement is made that bidding has closed (10:45 a.m.), volunteers will move around the items and remove the top (white) copy of the bid sheet. Bidders will be asked to bring forth the yellow copy to check-out.
- [Same-day registration captain (Josh S.) will bring over the cash box.]
- Take cash, check or charge payments for auction items (use Square device to accept credit card payments, listing the items paid for in the "Notes" section in Square).
- Save white copies of all bid sheets.
- Once check-out ends (approx. 11:45 a.m.), place items that were bid on but not picked up onto rental truck, and break down tables. Everything should be cleared by 1:15 p.m.