

## **Volunteer Check-In 101 (Expo)**

The volunteer check-in team greets volunteers as they enter the expo lobby. Each member of the volunteer check-in team is responsible for a certain section of the alphabet (for example, A-G, H-N, O-Z). You will check in volunteers using iPads and Volunteer Local (web-based volunteer module). Instructions will be provided at start of shift. A paper listing will be available in the event that the web tool is unavailable or not working properly. You will check off volunteers' names on a list and provide the volunteer with a t-shirt and string bag. Then, direct the volunteer to the specific area of the ARC for their volunteer post. Give the volunteer the t-shirt size they ordered. Volunteers should fill out a name tag and wear during their shift.

Each volunteer receives his/her official volunteer TEAM shirt and drawstring backpack. They should put their team shirt ON before starting their volunteer job. Direct them to the nearest bathroom.

At the check-in table, you will be provided with a sheet itemizing where to direct the different volunteers (a map of the ARC). **See below.**

Kim Scott, Volunteer Coordinator, will be available to all volunteer check-in volunteers during the expo and race day. Kim's cell phone: 217-621-6423.

Check-in Team will receive various questions throughout the expo. Please review the official race guide and FAQs to have a general understanding of the weekend activities:

<http://illinoismarathon.com/aboutus/faq/>

## **Volunteer Check-In Expo**

Please direct volunteers accordingly (if they have not received additional information)

<b>Job Title</b>	<b>Report to...</b>
Race Number Distribution Team	...Gym 2, south side
Race Number Verification Team	...Gym 2, south side
Elite Athlete Check-In Team	...Gym 2
Expo Clean-Up Team	... Gym 2
Expo Courtesy Team	...sit in chairs across way, Kate will assign at the beginning of each shift
Hospitality/VIP Team	...Multi-Purpose Room 1
Information Team- Expo Lobby	...Table in Lobby- right in front of Volunteer Check-In
Information Team- Gym 2	...Gym 2

Information Team- Inside Expo ...Gym 1

Parking Team- Expo ...Stay at Check-In where Dave or Mike Ellers will meet them. **NEED VEST**

Pasta Feed Team ...Gym 3

Pasta Feed Ticket Team ...Table near Gym 3

Race Shirt Exchange Team ...Gym 1

Race T-Shirt/Goody Bag Team ...Gym 1, south side

Vintage Clothing Team ...Gym 1

Volunteer Check In ...You're in the right spot!

Youth Run Team – Expo ...Gym 2

**OTHER:**

- If you can't find the volunteer on the list, ask them if they are working a course intersection. If so, they need to speak with Danielle L. or her team.
- If the volunteer is not signed up and wants to sign up, see Kim Scott
- Working a vendor booth in expo? Send to Gym 1; they do not get a shirt or anything
- Volunteering another day: **THEY WILL GET THEIR SHIRT WHEN THEY ARRIVE FOR THEIR SHIFT**
- Know someone on the committee? See special list.
- Still not on the list? Ask Kim to look up.