



Volunteer Opportunities

Walk a Mile in Her Shoes takes a team of 250+ volunteers!

Volunteer Opportunities – job descriptions are listed in the following pages.

- Set-up Team (2 shifts)
- Brunch Team
- Vendor Liaison
- ID Check & Wrist Bands/ Women's T-Shirts/Incentive
- Shoe Attendant
- Sign Making Team
- WEAVE Info Booth/Donation Station
- Handicap Access Team
- Beer Truck Team
- Bar Crew
- First Aid Station
- Volunteer Check-In
- Course Monitors
- Finish Line
- Trash/Recycling Crew
- Shoe Pick Up Crew
- Clean-Up Crew
- Kid Zone
- Band Aid Station

We love to work with individuals and with large groups. For questions, contact Hans at hgreenawalt@weaveinc.org or 916.319.4917.



Volunteer Opportunities

Set Up Shift 1 – Day before set-up on May 18th (1:00pm – 5:00pm) – 20 volunteers needed

1. All set up Volunteers will assist with unloading of tables, chairs etc. and moved to the appropriate area.
2. Volunteers will assist with remaining set-up duties as needed.
3. If you have lifting limitations, please let us know. We do not want any hurting themselves in the name of WEAVE!

Key tasks that must be completed by the end of Set Up:

- Tables assembled and chairs placed according to Site Map.
- All tables have linens.
- All furniture placed in respective areas.
- Get things ready for the next day's set-up.



Volunteer Opportunities

Set Up (7:00 am – 10:00am) – 40 volunteers needed

- Volunteers assisting with event set up should plan on arriving by 6:00am
 - Check in at the volunteer tent, located on 3rd and N St. You will be instructed to meet your set-up team captain.
 - Volunteers will be given shirts at check in.
4. The set up captain will assign you to a specific project area for set up such as putting up tables, assisting with banners, etc.
 5. All set up Volunteers will assist with unloading of tables, etc. until all the “stuff” we need is out of the van and moved to the appropriate area.
 6. When the project is complete, let your captain know and we will assess what else needs to be done.
 7. If you have lifting limitations, please let us know. We do not want any hurting themselves in the name of WEAVE!

Key tasks that must be completed by the end of Set Up:

- Tables assembled and chairs placed in respective areas.
 - Banners hung over Start Line, Finish Line, Registration, Sponsor Area, etc.
 - Shoes sorted by size
 - Shirts sorted by size
 - Registration materials in place
 - All tables have linens and appropriate decorations (if any) in place.
 - Finisher's Medals at Finish Line
 - WEAVE Info Booths Set Up
 - WEAVE Tents (those owned by WEAVE) are in place and secured.
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- Volunteers whose duties are finished once the event is set up are welcome to stay for the festival. Our Alcohol Permit forbids any volunteers from drinking before or during a shift. If you plan to stay and enjoy a beverage, we ask that you change out of your volunteer shirt to avoid confusion.
 - The Team WEAVE shirt is yours to keep. We hope that you will volunteer for WEAVE again in the future and ask that you keep the shirt for future volunteer opportunities as we can only provide one shirt per year to a volunteer due to costs.
 - We require that anyone assisting with bar set up be over 21 years of age.



Volunteer Opportunities

Vendor Liaisons (7:30am – 10:00am) 4 volunteers

- Check in at the volunteer tent and you will be assigned your vendor liaison captain.
 - Volunteers will be given shirts at check in
 - Vendor liaisons will be responsible for assisting vendors as they arrive and ensuring they set up at the proper table.
 - Vendors may also need assistance with carrying items or setting up pop up tents, etc.
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1. You will be provided with a Site Map that shows you where each Vendor is assigned.
 2. Tape paper with vendor name to table if this has not been done.
 3. Ensure vendor tables are close to median to ensure equal access for all guests.
 4. Ensure each vendor table has two chairs.
 5. Greet Vendors as they arrive for set up and lead them to their assigned booth space.
 6. Assist Vendors with carrying in items for their booth – ask your captain to assist with the Golf Cart for heavy items.
 7. Vendors may ask about moving booth spaces – several vendors are assigned a specific space for a reason. If a vendor is adamant about moving, please ask your captain to assist.
 8. If you have lifting limitations, please let us know. We do not want any hurting themselves in the name of WEAVE!

Key tasks that must be completed by the end of Set Up:

- Vendors are loaded in and set up
 - WEAVE Booths Set Up
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- Volunteers whose duties are finished once the event is set up are welcome to stay for the festival. Our Alcohol Permit forbids any volunteers from drinking before or during a shift. If you plan to stay and enjoy a beverage, we ask that you change out of your volunteer shirt to avoid confusion.
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Volunteer Opportunities

ID Check Area/Wristbands/Women's T-shirts (10:00am – 2:00pm) – 6 volunteers needed

- Check in at the volunteer tent and you will be assigned your volunteer captain
 - Volunteers will be given shirts at check in
 - Volunteers must be 18 years old to work the Check In Area
1. The Entrance is a critical part of the Walk a Mile in Her shoes experience as it is first impression every guest will have of the event.
 2. Our hope is everyone will be excited for the event and patient if lines form. If a guest is unpleasant, we ask that you give them more positive than any negative they may share with you.
 3. IDs must be checked by the paid Security per the event's Alcohol Management Plan. We will have the most of the guards at the entrance until 12:30 pm to keep the flow going.
 4. We will have different "chutes" depending on type of guest/payment to speed up the process

These guests do NOT pay to enter the event

5. Any man walking in the event – these are easy to spot; they will likely have high heels and look worried. Verify age and give them the appropriate wristband.
6. If a man arrives and says he's doing the event but has not picked up shoes, we will trust him. Verify age and given appropriate wristband
7. A guest who arrives with a VIP Wristband does NOT pay for admission and can be given the appropriate age wristband (over or under 21) as soon as ID has been verified.
8. Any guest who does not wish to consume alcohol does not need to pay

These guests must pay \$10 to enter the event

9. Guests who are not walking and are not part of a sponsor (VIP) team will pay \$10 to obtain an "Over 21" wristband to have access to the bar areas.
 10. If a guest returns to the area asking for the Over 21 wristband must pay the \$10 unless they have a VIP wristband already.
- Volunteers whose duties are finished once the event is set up are welcome to stay for the festival. Our Alcohol Permit forbids any volunteers from drinking before or during a shift. If you plan to stay and enjoy a beverage, we ask that you change out of your volunteer shirt to avoid confusion.
 - The Team WEAVE shirt is yours to keep. We hope that you will volunteer for WEAVE again in the future and ask that you keep the shirt for future volunteer opportunities as we can only provide one shirt per year to a volunteer due to costs.

How were the VIP Wristbands distributed? Who gets them?

- The VIP wristbands were provided to sponsors for their walkers and guests. All Sponsors were provided these in advance.



Volunteer Opportunities

Shoe Attendant (10:00am – 1:30pm) – 6 volunteers needed

- Check in at the volunteer tent, you will be assigned your team captain
 - Volunteers will be given shirts at check in
1. You will assist men who are picking up their shoes, swapping shoes, or have registered on site.
 2. Ask the man what size he wears in a men's dress shoe and go up two sizes to determine the "starting point" for shoe try one (i.e. a men's size 10 is close to a women's size 12).
 3. Encourage him to sit in one of the provided chairs and select 2-3 pairs of shoes for him to try on.
 4. Provide him with additional shoes if needed to get the right fit.
 5. The shoes in the shoe area are all that we have so they will have to find the best possible fit from what is available. If a man asks for a particular style, please attempt to locate it but it's possible the exact style may not be available in his size.
 6. Once the man has selected his shoes, wish him good luck. Let him know he can keep the shoes if he wishes but we appreciate the shoes being dropped off at the end of the event as we can use them for future events.



Volunteer Opportunities

Sign Making Team (10:45am – 1:30pm) – 4 volunteers needed

- Check in at the volunteer tent, you will be assigned your team captain
- Volunteers will be given shirts at check in
- Will assist families and children in making signs to support their walker
- Sign Making located in the Family Zone.



Volunteer Opportunities

WEAVE Info Booth/Donation Station (10:00am – 1:30pm) 2 volunteers needed

- Check in at the volunteer tent, your captain will be assigned to you
- Volunteers will be responsible for accepting donations
- Volunteers assisting this station must be over 21 and have completed WEAVE's background check process
- A laptop, cash box, tracking forms, etc will all be provided.
- Volunteers must be comfortable accepting and documenting donations by cash and credit cards.
- Must be comfortable speaking with the public.
- **Info Booth:**
Materials for the table will be provided by your team captain and will include; event maps and information.
- Coordinate lost and found
- Secure documents and any cash
- Act as a resource for sponsors, VIP's, etc
- The Info booth will be positioned near registration – volunteers must be okay with noise
- Maintain master files and materials
- Volunteers in this area will also need to be aware that survivors of both domestic and sexual violence may disclose and share their stories with you as a representative of WEAVE.

Donations:

1. Greet donors and thank them for their support.
2. Ask Donor the name of the walker they are supporting and review against list.
3. If walker is in top 20 or on top 5 team, give donation to your captain
4. If walker is not in top 20, add donation to tally sheet.
5. If donor is giving cash, ask them to fill out the form and advise them a letter will be sent next week. Confirm the Cash box is checked.
6. If a donor is giving by credit card, ask them to fill out the form and advise them a letter will be sent next week. Confirm the cash box is checked.
7. If the donor does not care about a receipt, the form must at least be filled out to show amount collected and type (cash or credit).
8. Secure all cash and checks in the cash box after every transaction.
9. Place all donation forms in the folder.
10. After 1:00pm, we will continue to collect donations but they will no longer count towards individual/team goals for awards purposes. Continue to follow the protocols using the second set of files.

At 12:00 pm, captain will:

- Tally all donations for top 20 walkers
- Update team standings based on top 20 walkers and any team donations



Volunteer Opportunities

- Identify top 2 in each category
- Julie will update information and provide to emcee



Volunteer Opportunities

Handicap Access Team (11:00am -3:00pm) 2 volunteers needed

- Check in at the volunteer tent, you will be assigned at captain
- Volunteers will be given shirts at check in.
- This is a key position as we must do our best to accommodate participants and spectators with physical disabilities.
- The Handicap Access Team will be positioned at each entrance and spread out areas before, during and after the race.
- Team members will offer assistance to individuals including escorting them through the crowd and assisting with items from vendors, etc.

The event venue required by the city can be difficult to navigate and our goal is to ensure equal access.

Please watch for individuals in wheelchairs and introduce yourself and advise them you can be of assistance.

Watch the areas in your zone and proactively assist – this includes providing access through the fencing/gates and directing guests to the ID Check, ensuring access to HC accessible lines for registration, bars, etc. remain open.

At 10:30 am, go to stage area and ensure handicap viewing area is accessible and ask guests to ensure a path to the area is clear.



Volunteer Opportunities

Beer Truck Team (10:30am – 3:00pm) – 8 volunteers needed

- Check in at volunteer tent, you will be assigned a team captain
 - Volunteers will be given shirts at check in.
 - Volunteers assisting the beer truck will be responsible for communicating with the beer truck staff to ensure their needs are being met. Volunteers must be 21 to serve beer.
 - Volunteers in this area will also ensure that lines are forming correctly and that customers are being served in a timely manner.
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1. Verify guest has an “Over 21” wristband.
 2. Fill beer order for guest.
 3. Guests may not have more than two beers at any time.
 4. Guests who are intoxicated cannot be served.



Volunteer Opportunities

Bar Crew (VIP/Reg) (10:00am -3:00pm) – 15 volunteers needed

- Check in at volunteer tent, you will be assigned a team captain
- Volunteers will be given shirts at check in.
- Any volunteer working in the bar area must be over 21 years of age.
- Bar service volunteers will be responsible for verifying wrist bands to ensure they state “over 21” prior to serving. Once wrist band has been verified volunteers may serve drinks to walkers and spectators.
- If a patron does not have a wrist band they may not be served and should check in at the event entrance to show proper ID and receive a wrist band.
- Patrons without a wrist band are not to be served any alcoholic beverages.
- There will be 3 bars; one in the VIP area and two for general admission.
- Event volunteers are not allowed to drink alcohol during their shift or while wearing the WEAVE volunteer T-shirt.
- Once a volunteer’s shift is over they must remove the event t-shirt prior to consuming any alcohol.



Volunteer Opportunities

First Aid Station (11:00am – 2:00pm) 2 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Assist any walkers who may be in need of medical assistant – Band-Aids, water



Volunteer Opportunities

Volunteer Check-In (6:45am – 10:00am) 2 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Check-in volunteers, identify who their team captains are and point them in the direction they will be working



Volunteer Opportunities

Course Monitors (12:15pm – 2:00pm) 60 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Course monitors help to ensure safety during the race for participants and spectators by establishing a perimeter and providing guidance to participants.
- Course monitors will ensure that our heeled hero's complete the full distance of the walk and act as guides to the finish line.
- Course monitors will need to be in place by 12:30am – this will include:
 1. Ensuring that there are no obstacles or hazards on the course
 2. Ensure no one leaves the gated area with alcohol in their hands
 3. Lining the walking path and cheering on all the walkers (most important)
 4. Clean up any trash along the course



Volunteer Opportunities

Finish Line (12:15am – 2:00pm) 12 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Finish line volunteers will be responsible for passing out medals to our heeled hero's as they complete the mile.
- Finish line volunteers will work with course monitors to ensure that the race concludes safely for all participants.



Volunteer Opportunities

Trash/Recycle Team (12:00pm – 4:00pm) 8 volunteers needed

- Check in at volunteer tent, your captain will be assigned to you
- Volunteers will be given shirts at check in.
- Volunteers assisting with trash/recycling will be tasked with keeping the event area clean, ensuring that recyclable materials are placed in the proper bins and ensuring that trash cans are emptied as needed.
- The trash/recycle team will also be responsible for assisting with cleanup of the event by ensuring that we leave the venue trash free.



Volunteer Opportunities

Clean-up Crew (1:30pm – 4:00pm) 40 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Volunteers assisting with cleanup will be tasked with ensuring that Capitol Mall is left in the same condition we found it in.
- This will include:
 1. Breaking down tables & chairs
 2. Loading the WEAVE van
 3. Assisting vendors in breakdown
 4. Cleaning trash
 5. Sorting shoes and spraying disinfectant
 6. Cleaning up bar areas
 7. Assisting staff with clearing event materials
- All trash will need to be cleaned up – volunteers will need to perform a sweep of all areas to ensure that all trash is removed before we leave the venue.



Volunteer Opportunities

Shoe Crew (2:00pm – 3:30pm) 12 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Volunteers assisting with cleanup will need to be stationed at the shoe drop off boxes.
- All shoes will need to be matched, sprayed with Lysol and then taped or rubber banded together (blue masking tape).



Volunteer Opportunities

Kid Zone (2 shifts) 24 volunteers needed

- Check in at volunteer tent, your team captain will be assigned to you
- Volunteers will be given shirts at check in.
- Help with games, bounce houses, and other kid activities
- Help with the line for face painting

Shift 1 – 10:15am – 12:30pm

Shift 2 – 12:15pm – 3:00pm

**If you have experience face painting, PLEASE sign up to help in the kid zone. Please also note in your sign-up that you have experience face painting. Thanks!



Volunteer Opportunities

Band Aid Station (12:30pm – 2:00pm) 4 volunteers needed

- Set up Half Way There station – water bottles
- Hand out water to all walkers who go by
- Selfie station – help the guys take photos
- Volunteers will be given shirts at check in.
- Volunteers will need to break down and bring all station pieces back to the park