

PELTONIA



VOLUNTEER GUIDELINES

The Pelotonia team would like to thank all of you for generously donating your time, talents and energy to make Pelotonia an amazing experience. Together we will chase down cancer... and defeat it.

VOLUNTEER RESPONSIBILITY CODE

Pelotonia relies on a dedicated team of Volunteers who generously donate their time and energy to the event. If you are unable to stay for your entire shift (even after the Riders depart), you may unfairly burden your fellow Volunteers as well as the Riders. Please let your Lead Volunteer know as soon as possible if you cannot fulfill your entire shift.

VOLUNTEER CHECK-IN

We ask that Volunteers check in at their assigned locations at least 15 minutes before the start of their shifts. At each location, please look for the Volunteer Check-In area where you will be able to pick up your t-shirt.

VOLUNTEER T-SHIRTS

Each Volunteer will receive **one** green t-shirt to wear during their shift(s) throughout the Pelotonia weekend. Keep in mind that there is limited privacy at each location for changing. Please plan on wearing a t-shirt or tank top that your Volunteer shirt can easily fit over or use the portable toilets available at each site to change.

After all of the Volunteers at a location have checked in, if there are any extra t-shirts left at the Volunteer Check-In area, please box them up. The extra t-shirts can be moved to the Volunteer Check-In area at the next location along the route. Pelotonia is unable to accept any walk-on Volunteers who have not registered online or acknowledged the 2019 waiver form. Only registered Volunteers will receive a t-shirt.

QUESTIONS

If you have any questions before Pelotonia weekend starts, please contact your Lead Volunteer or pelotonia@pelotonia.org.

If at any time, you have a question during your shift, please contact your Lead Volunteer. If you cannot locate your Lead Volunteer, please go to the Volunteer Check-In area and someone will assist you.

VOLUNTEER PARKING

There will be parking for Volunteers at each Pelotonia location. Volunteers working at Market Square in New Albany must display a pass when parking at these locations. These passes will be emailed to all Volunteers leading up to the event. If you do not display a parking pass at those locations, you will be delayed in entering the properties.

EMERGENCIES

If you encounter a serious medical emergency, please call 911 immediately. In emergency situations that do not involve grave danger to someone's health, please advise your Lead Volunteer and/or the Lead First Aid Volunteers at your location immediately. If you cannot locate a Lead Volunteer quickly, please call 1-855-889-7433 to be connected with the Pelotonia Command Center.

PELTONIA

VOLUNTEER GUIDELINES (CONT'D) →

FIRST AID

There will be First Aid Volunteers at every Pelotonia location. Please contact the First Aid Volunteers immediately if any medical issues, no matter how minor, arise.

FREE TIME?

Please be flexible if you are experiencing downtime within your Volunteer Activity. Even if your position is not labor intensive or experiencing a heavy flow of traffic, please do not leave your post without communicating with your Lead Volunteer. We encourage you to take initiative. If your task is complete, your Lead may find something else for you to do or reassign you to an area that needs more assistance. Don't be afraid to seize an opportunity. Often the biggest job at any site is clean-up, and it is always helpful to get a head start on this task to help out your fellow Volunteers.

FOOD AND BEVERAGE VOLUNTEERS

If you are a Volunteer who will be handling food and beverages at a Pelotonia location, please see your Lead Volunteer to understand how the food and beverages must be handled. In some cases, there may be specific instructions regarding how the beverages (such as Gatorade) should be mixed or maintained. **If you are serving alcohol, you must be 21 and always ask every Rider and guest for I.D.** Please ask your Lead Volunteer if you need assistance.

MEETING WITH YOUR LEAD VOLUNTEERS

Each Lead will be wearing a blue t-shirt. Please look for your Lead Volunteer at your designated Volunteer area. Many Lead Volunteers will start their shifts by providing a Volunteer Orientation for their Volunteer teams. Please be sure to alert your Lead Volunteer if you have any physical limitations. Some Lead Volunteers may choose to assign specific responsibilities to their team members, while others will keep team responsibilities more general. Please recognize that if you arrive late for your shift, your Lead Volunteer may not have time to provide you with a proper orientation. If this is the case, please do your best to pitch in and ask questions of fellow Volunteers. If you are unsure of what you should be doing and cannot locate your Lead Volunteer, please return to the Volunteer Check-In area for assistance.

CLEAN-UP

Pelotonia is very fortunate to have generous partners who have allowed Pelotonia to use their properties throughout Pelotonia weekend. At the end of your shifts, we ask that Volunteers make sure that these properties are left in as good of a condition as when Pelotonia arrived. If you are working the last or only shift at a Pelotonia location, please make sure the location is cleaned up and left in proper order before you vacate the property.

MEALS

It is STRONGLY recommended that all Volunteers eat before arriving for their shifts. While some food will be provided for Volunteers at each site, all Volunteers are still welcome, and encouraged to bring snacks or a small cooler if you would like. If you are working at a Rest Stop, snacks and small food items will be provided. If you are working during the time catered food is provided to Riders, at McFerson Commons, Pickerington High School North, Bevelhimer Park, Bob Evans HQ, Kenyon College and/or New Albany Market Square, you will be able to go through these food and beverage tents. At times, leaving your post may be difficult depending upon the nature of your responsibilities and the needs of the Riders. In any event, please ask your Lead Volunteer for a break before leaving your post.

PELTONIA

VOLUNTEER GUIDELINES (CONT'D) →

LOST AND FOUND

Please deliver any lost and found items to the First Aid tent at your site. After Pelotonia, any unclaimed items will be returned to the Pelotonia office located at 351 West Nationwide Blvd., Columbus, Ohio 43215.

Don't remember what Volunteer Activity you registered for?

You can access your Volunteer profile and information at any time by following the instructions below:

1. Visit www.pelotonia.org
2. Select "login/search" from the upper right hand corner of the site
3. Login using your email address and the password you created when you registered
4. Once logged in, select "My Volunteer Activities" which is located under "Manage My Profile" and your profile picture
5. Any shift you have registered for will be listed on your Volunteer Activities page

VOLUNTEER FUNDRAISING

Fundraising is NOT required for Pelotonia Volunteers, but consider this...If every Volunteer raised only \$100, we could donate another \$300,000 toward life-saving cancer research at The Ohio State University Comprehensive Cancer Center – James Cancer Hospital. Volunteers can create profiles and use all of the same fundraising tools that riders use to meet their fundraising commitments. The money you raise will go directly to funding cancer research!