

SCAN Foundation

Skin Cancer Awareness Network

Promoting Skin Cancer Awareness and Prevention

Listed below are volunteer needs for the Inaugural Save Our Skin ❖ Skin Cancer Awareness ❖ 5K Walk/Run ❖ Saturday, May 24, 2008. Please review and determine which opportunity best matches your interests and submit your interests with contact information and time availabilities at this address:

info@scanfoundation.com or call: 678-429-6483

www.scanfoundation.com

MARKETING & PUBLIC RELATIONS

1. Writer - Press Releases and PSAs for event. Media relations experience and media contacts will be helpful.
2. Contact dermatologist's offices to display brochures in their office.
3. Coordinate ordering and placement of banners/signage pre and day of event.
4. Researching the internet, local publications, corporations, and organizations for places to list or send e-bulletins to promote the 5K Walk/Run, Saturday, May 24th, 2008. Once determined, upload the information.
5. Cultivate retail outlets that will allow us to display Event Brochures, delivery, and replenishment at sites.
6. Distribute Event Flyers at Outdoor festivals, college fraternities/universities, and other race events.
7. Recruit participants and volunteers at bars and social events.

VOLUNTEERS

1. (2 Positions) Team Captain and Assistant Event Volunteer Recruiter/Manager - Research internet for appropriate places, like Craigs List, MySpace, colleges, civic clubs, and other community organizations, etc. and uploading 5K info. Help place volunteers in approximately 60 positions. Be available for volunteer orientation and planning meeting at Perimeter Place 7-10 days out. Confirm volunteers in the final week. **Arrive no later than 5:45 a. m.** on Event Day to direct volunteers and answer logistical questions. **Volunteers arrive 6 a.m.**
2. (5 Positions) Area Captains: Expo, Photography/Video, Start/Finish and Track, Awards, Registration. **Arrive no later than 5:45 a. m**

3. DAY OF EVENT POSITIONS:

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| REGISTRATION: Register runners who have not previously registered for the race. | 5 |
| PRE-REG RACE # DISTRIBUTION: Distribute race numbers to runners who have registered via mail or online. | 6 |
| T-SHIRT AND BAG DISTRIBUTION: Distribute T-shirts to participants who have already run the race. T-shirts distributed by size. | 5 |
| WATER/BEVERAGES – START/FINISH AREA: Pour cups of water and/or fluid replacement beverage for runners before and after the race. | 4 |
| FOOD/REFRESHMENTS: Distribute food items to participants after the race. | 5 |
| EXPO WORKERS: Assist with the set-up of the expo area, and provide assistance to the vendors | 4 |
| FINISH LINE: Work with race staff to collect race results | 8 |
| RACE RESULTS: Work with race staff to tabulate race results and arrange race awards for the awards ceremony | 2 |
| WATER STATION-COURSE: Pour cups of water at the water station along the race route and pick-up after the runners have passed. | 4 |
| MILE SPLIT CALLERS: Call out split times at the mile mark locations along the route. | 6 |
| COURSE MONITORS: Monitor the turns on the 5K route | 8 |
| SET-UP & CLEAN-UP: Assist with the set-up and clean-up of the event | All |
| | 57 |

PRE-EVENT PREPARATION

1. Organize and Manage Volunteer Orientation Party.
2. Coordinate Event Photographer.
3. Solicit tabletop exhibitors.
4. Stuffing participant bags - Perimeter Place - week of May 19th.
5. Pick up food products being donated for the Event – Friday, May 23rd.

Please list any special skills you may have. Thanks in advance for your support and participation.