



Relay For Life “Episodic Volunteer”

Job Descriptions

What is an episodic volunteer?

An “episodic volunteer” is an individual who does one-time or short-term volunteer jobs. These volunteers are generally busy people with hectic schedules – jobs, family or social commitments – that make them prefer flexible volunteer opportunities. Many studies have shown that in recent years more people are willing to volunteer but the average hours a week they are willing to volunteer has decreased.

Fund The Mission

Accounting Responsibilities

Fund the Cure Lead: _____

Volunteer Recruitment

Person Responsible: _____

- Recruit and train volunteers to collect and verify money at meetings and the event
- Recruit and train volunteers to prepare cash and check deposits in accordance with all Society policies and procedures

Meeting/Bank Night Preparation

Person Responsible: _____

- Arrange for secure, lockable location to handle money
- Arrange for security to accompany deposits to the bank
- Print list of team donations
- Set up table with donation forms, envelopes, pens, calculators, etc.

Meeting/Bank Night Accounting

Person Responsible: _____

- Collect money being turned in and verify amounts
- Give verified registration envelopes forms to data entry committee
- Prepare cash and check deposits in accordance with all Society policies and procedures
- Make cash and check deposits in accordance with all Society policies and procedures

Event Preparation

Person Responsible: _____

- Arrange for secure, lockable location to handle money
- Work with logistics to arrange for security to be stationed at accounting area and to accompany deposits to the bank

- Set up accounting area with donation forms, envelopes, pens, calculators, etc.

Event Accounting

Person Responsible: _____

- Collect money being turned in and verify amounts
- Give verified registration envelopes forms to data entry committee
- Prepare cash and check deposits in accordance with all Society policies and procedures
- Make cash and check deposits in accordance with all Society policies and procedures

Data Entry Volunteer Recruitment

Person Responsible: _____

- Recruit and train volunteers to enter registration forms and all associated funds onto Relay For Life website after each team meeting, after the actual Relay event, and on an ongoing basis throughout the Relay year
- Coordinate data entry after each team meeting, after the actual Relay event, and on an ongoing basis throughout the Relay year

Data Entry

Person(s) Responsible: _____

- Collect verified registration forms, donation envelopes and team accounting sheets from Accounting committee after each team meeting, and regularly throughout the year
- Enter all registration forms, donation envelopes and team accounting sheets onto Relay For Life website as soon as possible, not to exceed one week after collection.
- Communicate with committee lead and staff partner when data entry has been completed

Build The Fun

Activities, Ceremonies, and Entertainment Responsibilities

Experience Lead: _____

Activities Planning

Person Responsible: _____

- Work with experience lead to plan and implement activities to take place during the Relay For Life event that appeal to a variety of ages and interests
- Recruit volunteers to man each activity
- Promote activities prior to and during Relay For Life event
- Determine criteria and recruit judges for any games or contests
- Recognize activity participants/winner at Relay

Ceremonies Planning

Person Responsible: _____

- Work with experience lead to plan and implement Opening, Luminaria, Spirit of Relay, Closing and Fight Back ceremonies to take place during the Relay For Life
- Recruit speakers, special guests, etc. for all ceremonies
- Work with Scheduler, Logistics and Scripter to ensure everything is in place for all ceremonies

Entertainment Recruitment

Person Responsible: _____

- Recruit and prep bands and other performers to participate in Relay For Life
- Recruit and prep DJ to provide music when no live performers, ceremonies or activities are taking place.
- Recruit and prep emcee for event
- Work with Staff Partner to sign contracts, etc. when necessary etc.

Logistics

Person Responsible: _____

- Work with site contact to determine site restrictions and resources
- Determine needs (electricity, space, microphones, etc.) of all performers, ceremonies and activities and communicate those to Logistics subcommittee

Scheduling

Person Responsible: _____

- Work with Entertainment Recruiter, Ceremonies and Activities Planners to prepare and distribute a master event schedule with performance times.

Scripting

Person Responsible: _____

- Work with Event Chair, Entertainment Recruiter, Ceremonies and Activities Planners to prepare and a master script for the Relay event.

Fund The Mission

Fundraising Chair Responsibilities

Fund The Cure Lead: _____

- Work with event leaders to set event fundraising goals and identify opportunities for future growth
- Recruit, train, and lead your Relay For Life Fundraising sub-committee to ensure a successful Relay For life fundraising season in your community
- Lead and facilitate Relay For Life Fundraising planning committee meetings

Talk About It

Person Responsible: _____

- Work with team ambassadors to set goals and make a year-round fundraising plan which incorporates individual, team, online and onsite fundraising
- Ensure that fundraising is discussed at the event kickoff, team meeting and bank nights
- Collect & Promote Team Fundraisers - Ask your team ambassadors to let you know when they are hosting a fundraiser. Work with your on-line lead to ensure all fundraisers are posted on the event website
- Ensure everyone should know the event fund-raising goal and understand that they are an integral part in achieving the goal

Teach It

Person Responsible: _____

- Plan a best practice fundraising expo or workgroup for team captains to be held at a scheduled team captain meeting or separate time
- Attend the event kickoff, team meeting and bank nights to assist with fundraising-related questions, dissemination of information, training and recognition
- Ensure that all teams have reviewed and are familiar with American Cancer Society fundraising guidelines
- Provide teams with new fundraising ideas, tips and tools on a regular basis
- Work with Staff Partner and Mission and ACS CAN lead to provide information on “Where The Money Goes”

Track It

Person Responsible: _____

- Monitor the progress of team fundraising during the planning, budget, implementation and post event review to ensure they are on track
- Have conversations with team ambassadors about their progress
- Work with people lead to ensure teams and individuals are recognized on a regular basis for their fundraising efforts and success
- Ensure that all teams are setting fundraising goals
- Follow up with our teams after their fund-raisers

Build The Fun
Logistics Responsibilities

Experience Lead: _____

Site Set-Up and Facilities

Person Responsible: _____

- Select Relay event site and obtain necessary permits
- Work with Staff Partner to submit permits, sign site contracts, etc.
- Work with site contact to determine site restrictions and resources

- Work with all logistics subcommittees to ensure restrictions are noted and needs are met
- Ensure adequate bathroom facilities are available
- Ensure trash and recycling receptacles are available for use, and a plan is in place for disposal
- Serve as site set-up and facilities point person on-site during Relay event

Site Layout and Campsites

Person Responsible: _____

- Work with logistics subcommittee to determine space needs
- Create a site layout map detailing location of all necessary campsites, event stations (registration, luminaria, etc.), track, stage, parking areas, etc.
- Assign campsites to teams and maintain site layout map
- Serve as site layout and campsites point person on-site during Relay event

Stage and Sound

Person Responsible: _____

- Secure stage and sound equipment for Relay event
- Work with sound vendor to ensure a quality sound experience for everyone at Relay
- Communicate space and power needs to appropriate subcommittee
- Work with Site Set-Up and Facilities to determine noise ordinances, permits needed, etc.
- Work with Staff Partner to submit permits, sign contracts, etc.
- Serve as stage and sound point person on-site during Relay event

The Stuff (Table, Tents, Chairs, Generators, etc.)

Person Responsible: _____

- Work with all logistics subcommittees to compile a list of and order on-site needs
- Work with staff partner to sign contracts, order materials
- Communicate delivery times and locations to vendors
- Serve as point person on-site to receive and direct deliveries during Relay event.

Parking, Traffic and Transportation

Person Responsible: _____

- Work with Site Set-Up and Facilities to determine parking availability and traffic restrictions
- Arrange for traffic control assistance from local authorities if necessary
- Create a parking and traffic flow plan to include areas for disabled parking, VIP parking, drop-off/un-load specifications, etc.
- Determine if additional transportation needs are necessary (golf carts, shuttles, etc.) and arrange accordingly
- Communicate parking plan to Site Layout for inclusion on map
- Ensure volunteers are in place on-site to assist with traffic flow and parking
- Serve as parking, traffic and transportation point person on-site during Relay event

Safety and Security

Person Responsible: _____

- Alert local authorities about Relay For Life
- Arrange for local EMS, fire, etc. to have an on-site presence if possible
- Arrange for event security to monitor event site, fulfill security needs for accounting committee, etc.
- Work with Staff Partner to sign contracts, etc.
- Work with Logistics subcommittees to complete Risk Assessment
- Work with Logistics subcommittees to create and communicate an inclement weather plan
- Serve as safety and security point person on-site at Relay event.

Volunteer Recruitment

Person Responsible: _____

- Work with Logistics subcommittees to determine all on-site volunteer needs
- Recruit volunteers to fulfill all on-site volunteer needs
- Communicate volunteer schedule and information to all Logistics subcommittees
- Assist with volunteer preparation and training if necessary
- Serve as volunteer point person on-site at Relay For Life
- Thank volunteers

Build The Fun Luminaria Responsibilities

Experience Lead: _____

Sales

Person Responsible: _____

- Work with Build the Fun lead to plan, implement and promote a luminaria sales strategy that incorporates pre-sales, online sales and event sales

Production

Person Responsible: _____

- Ensure all luminaria bags are collected, organized and placed at Relay event
- Work with staff partner to secure candles, glow sticks, sand, etc. for luminaria bags
- Work with Logistics to secure space for luminaria bags to be displayed on both track and in stands if necessary

Ceremonies

Person Responsible: _____

- Work with Entertainment, Activities and Ceremonies to plan and implement luminaria ceremony. Be sure to include music, speakers, lighting criteria etc. to make it inspirational and special.

Offsite Luminaria Sales

Person Responsible: _____

- Plan locations in community where you can sell luminaria bags to the public
- Recruit volunteers to man these sale bag days

Build The Fun Marketing Responsibilities

Experience Lead: _____

Writing

Person Responsible: _____

- Write news releases, press releases, articles, etc. promoting Relay For Life
- Develop a flyer/letter for neighbors near the event facility thanking them for their patience and understanding and arrange for distribution

- If needed, develop instruction sheet with schedule for the day of event to distribute to team captains at meeting prior to event

Media Liaison

Person Responsible: _____

- Place articles in newsletters or magazines
- Set up radio interviews and ad campaign
- Arrange for television and newspaper coverage for day of event
- Arrange for reader board space at grocery stores, banks, etc.
- Organize a letters-to-the-editor campaign
- Work the track to capture survivor/caregiver stories, team stories, etc. that you can pitch to media after the event
- Work with all media contacts that show up to the event (newspaper, television)
- Submit article/picture to newspaper including final total raised and highlight any other success stories

Grassroots

Person Responsible: _____

- Organize "Paint the Town Purple" campaign
- Distribute and hang event posters on community boards and business

Build The Fun Online & Social Communications Responsibilities

Experience Lead: _____

Online Communication Strategy

Person Responsible: _____

- Collaborate with Experience Lead and staff partner to develop a comprehensive online communication strategy for Relay For Life
- Attend committee meetings and determine ways in which the online tool can help achieve committee goals
- Ensure that website maintenance, email communication and social media subcommittee members are communicating important event information and recognizing accomplishments thru all channels

Online Registration

Person Responsible: _____

- Attend team meetings and promote the online tool by providing trainings on the following topics at those meetings:

- How to register on the website
- How to access your dashboard
- How to update your personal page, including adding videos and pictures
- How to download the Facebook application and how to update and promote the application on Facebook
- How to send emails through the dashboard
- Provide opportunities at Team meetings for participants to register themselves on the website.
- Promote online registration and fundraising via the online tool at all event leadership team and team meetings, as well as in the community, offering individual help in utilizing the tool if necessary

Website Maintenance

Person Responsible: _____

- Ensure that event website is customized with event specific information and updated on a regular basis with new information, upcoming meetings, sponsors, community fundraisers, etc.

Email Communication

Person Responsible: _____

- Work with experience lead and staff partner to determine and implement schedule of coaching emails
- Report results to committee

Social Media

Person Responsible: _____

- Promote local Relay For Life event thru social media channels including Facebook, twitter, etc.
- Attend Team meetings and promote the online tool by providing trainings on the following topics at those meetings:
 - How to download the Facebook application and how to update and promote the application on Facebook
 - Relay For Life App
 - Society Fundraising App
 - ACS CAN App

Build The Fun

Recognition Responsibilities

Experience Lead: _____

Team Meetings

Person Responsible: _____

- Work with experience lead and team ambassadors to ensure recognition is part of every Team Meeting
- Plan and implement regular and consistent recognition of team and individual fundraising club members, grand club members, and other teams and participants as determined.

Event

Person(s) Responsible: _____

- Work with Activities, Ceremonies and Entertainment committees to ensure recognition is built into the Relay For Life event.
- Make Team Fundraising Club Signs
- Ensure Team Fundraising Club Signs are distributed at event

**Build The Fun
Sponsorship Responsibilities**

Fund The Cure Lead: _____

Volunteer Recruitment

Person Responsible: _____

- Recruit and train subcommittee members on the sponsorship package, process and making the ask

Planning

Person Responsible: _____

- Work with fund the cure lead to develop a comprehensive plan sponsorship recruitment and retention.
- Assign each subcommittee member specific sponsors to retain and/or recruit

List Management

Person Responsible: _____

- Track sponsorship ask in the Relay Planning Tool
- Regularly follow up with subcommittee members to collect and compile results of contacts and any commitments
- Report results to event leadership team

Recruitment and Retention

Person(s) Responsible: _____

- Contact, make touches to and build relationships with assigned sponsors several times throughout the year
- Thank returning sponsors for their previous support, encourage continued support and answer any questions they may have
- Make sponsorship presentations to potential sponsors
- Provide sponsorship materials and information
- Report results to Sponsorship List Manager
- Work the track at the Relay event, visiting the sponsors that you were responsible for retaining or recruiting. Thank them for their participation, and begin the retention process for next year.

Recognition

Person(s) Responsible: _____

- Work with Sponsorship List Manager to maintain a working knowledge of current sponsors
- Ensure delivery of all benefits as outlined in sponsorship package, as well as additional recognition throughout the year.

Build The Fun

Survivor and Caregiver Responsibilities

People Lead: _____

Volunteer Recruitment

Person Responsible: _____

- Recruit and train survivor and caregiver subcommittee members

Survivor and Caregiver Recruitment and Retention

Person(s) Responsible: _____

- Work with People Lead to develop and implement a comprehensive plan for survivor and caregiver recruitment. Plan should include retaining survivors and caregivers involved in previous years, as well as recruiting new survivors and caregivers.
- Thank survivors and caregivers for their previous involvement, encourage them to participate in Relay again, and answer any questions they may have.
- Provide registration materials and event information to survivors and caregivers
- Report results to committee

Survivor and Caregiver Engagement

Person(s) Responsible: _____

- Work with other subcommittees to gather contact information for all survivors and caregivers involved with Relay
- Work with People Lead to develop and implement a comprehensive plan for survivor and caregiver engagement throughout the year. Plan should include several contacts with and opportunities to engage survivors and caregivers outside of the actual Relay event. Ideas may range from socials with other survivors and caregivers to opportunities to get involved with the American Cancer Society mission programs and services.

Survivor Reception

Person(s) Responsible: _____

- Work with People Lead to set date, time and place for Survivor Reception
- Plan and implement all aspects of the reception including: volunteer recruitment, food and beverage, program, special guests and speakers, logistical needs (tables, chairs, etc.), invitations and RSVP process, etc.
- Work with Survivor Recruitment/Retention subcommittee to ensure all survivors and caregivers are invited to the reception and that their attendance is captured