

## **Big Picture Volunteer Needs**

### **1 - Chapter Board of Directors**

- Executive Board
- Cultivation Board

### **2 – Connectors**

- Introduce new people to the CF Foundation
- Foster new relationships
- Help open doors in the community
- Identify Major Gift Donors

### **3 - Event Committees**

- Flying Pig Marathon/Team for Life – May 2<sup>nd</sup>
- Great Strides Walks – Each Saturday the month of May
- Liberty Mutual's Greg Terhar Memorial Golf Tournament – June 6<sup>th</sup>
- Let It Breathe Wine Dinner – August 28<sup>th</sup>
- Cincinnati's Finest – Honoring Young Professionals – September 10<sup>th</sup>
- Let It Breathe Wine Tasting – September 16<sup>th</sup>
- Cycle for Life – October 16<sup>th</sup>
- Run Like Hell – October 29<sup>th</sup>
- Celebrity Waiters – November 16<sup>th</sup>
- Inaugural Breath of Life Gala – TBD 2011

### **4 - Great Strides Team Leader**

- Eaton – May 1<sup>st</sup>
- Mason – May 8<sup>th</sup>
- Georgetown – May 8<sup>th</sup>
- Portsmouth – May 8<sup>th</sup>
- Cincinnati – May 15<sup>th</sup>
- Northern Kentucky – May 15<sup>th</sup>
- Dayton – May 16<sup>th</sup>
- Batesville – May 16<sup>th</sup>
- Lebanon – May 22<sup>nd</sup>
- Hamilton – June 5<sup>th</sup>
- Troy – September 25<sup>th</sup>

*For more information please contact  
Alison Bethel, Executive Director, at 513-533-9300 or  
[abethel@cff.org](mailto:abethel@cff.org)*

## **Event Volunteers:**

### **1 - Logistical Procurement**

**Job Description:** Possibility of driving a truck (provided by CFF) or your car to pick up event items from various locations/vendors and delivering back to event venue or CFF office.

### **2 - Set-up/Tear Down**

**Job Description:** Typically meet at the event venue. Volunteers will primarily focus on arranging tables, setting up registration, auction check-out and the volunteer room. We are also looking for volunteers to stay or come at the end of an event to break down the event, pack up the materials and load the truck/cars.

### **3 - Greeters**

**Job Description:** Meet at the event venue. Welcome and direct guests to a particular area of the venue. Answer any seating questions that guests may have and direct them to their table when applicable.

### **4 - Registration**

**Job Description:** Meet at the event venue. CFF will provide you with check-in lists and forms for securing guest contact and credit card information. Will distribute program books and collect payment where necessary.

### **5 - Raffle/Balloon Sales**

**Job Description:** Meet at the event venue. CFF will provide you an apron and collection forms to either sell raffle tickets or balloons for prizes.

### **6 - Auction**

- Procurement Parties:** Host a get together and in lieu of people purchasing a “ticket” ask them to bring an auction package for our special events. You can have a themed party (sports, spa, kids, etc.)...make it fun!
- Packaging:** Meet at the CF Foundation office and help put together beautiful baskets for our event auctions! We ask that volunteers bring the supplies – old baskets/containers, filler and decorations.
- Spotters:** For the Live Auction portion of the evening, surround the perimeter of the room and spot bidders and winners during the program, collect contact information for your assigned Live Auction items and Bid for a Cure participants and turn in all forms back to the staff lead.
- Check-out:** Each staff person will be responsible for collecting a certain amount of auction items and bid boards. Sort bid boards alphabetically by last name, rubber banding the boards with the same winner. Sort Auction packages by winner’s last name and stick a note on the item with winner’s

name. Write winners' names on the big white boards and display on easel when redemption begins.

- ❑ **Redemption:** Volunteers are responsible for taking payment for auction items and handing items to winners. All items will be in the Salon (redemption room) and laid out in alphabetical order of last name by winner. Bid boards will be alphabetical as well.

## **7 - Event Management System – Auction Tracker**

**Job Description:** Training required! Seeking computer savvy volunteers to run our event management software at our events. Includes entering contact information, winning bids for silent and live auction as well as Bid for a Cure and running our auction check-out at the end of the evening.

## **8 - GREAT STRIDES Revenue**

- ❑ **Counting:** Follow the Foundation procedures for counting all GS revenue at each walksite as well as at the CF Foundation office when necessary; primarily every Saturday in May.
- ❑ **Copying:** Making copies of brochures and revenue on site as well as at the CF Foundation office when necessary..
- ❑ **Data Entry:** Entering all GS revenue in our internal database, PledgeMaker. Entry will be done both on site at the Walks as well as at the CF Foundation office throughout the month of May.

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## **Phone Banking**

### **1 - Great Strides**

- Phone banking schedule available.

### **2 – Ticket/Table Renewals**

### **3 - Thank You Thursdays**

### **4 - Auction/Logistical Renewals**

## **Mission Tie-ins**

### **1 - Thank You Letters & Phone Calls to Sponsors & Donors**

### **2 - Art Work for Thank Yous/Motivation**

### **3 - Event Honoree/Ambassadors**

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