



100th Running Host Committee Volunteer Requirements, Guidelines and Restrictions

Volunteer Requirements:

- Volunteers must be 16 years of age or older by the day of the event for which they are volunteering.
- Those volunteers younger than 18 MUST have a parent or legal guardian complete the Parental Permission Form.
- Dress Code: Volunteers are required to wear the provided volunteer t-shirt with khaki or black pants, shorts or capris and comfortable sneakers. (*Dress code may vary for specific volunteer roles.*)
- Only those volunteering will be allowed to partake in the refreshments, snacks and t-shirts.
- Children, family, friends or pets are NOT allowed to accompany the volunteer during any of their volunteer shifts at any of our events. If a child wants to volunteer, he or she must be 16 years of age or older and register. (See above)

Volunteer Guidelines:

- **Code of Conduct:** Treat everyone (visitors, participants, staff, and other volunteers) with courtesy. Never discriminate for age, gender, or race. Remain calm and level-headed in all situations. If problems occur, please contact a staff member, your team leader or a committee member. We are there to assist you.
- **Shift Completion:** Please be sure to complete your entire assigned shift. At the end of your shift, if you have not been relieved, please tell a supervisor and stay in your area until a replacement comes. If this is the final or only shift of the event, please check with your supervisor before leaving.
- **Attendance:** We depend on your commitment to participate. Your presence and prompt arrival for your scheduled shifts are absolutely necessary. When you commit, you commit to the *selected shift(s)* and the *entire shift time*. If you do not show up for more than three of your scheduled events, and do not cancel in advance, we reserve the right to remove you from future volunteer assignments and activities.
- **Shift Cancellation:** All volunteers are able to manage their itinerary on this website including shift additions, shift changes/cancellations, and adding friends/family to shifts. Use your email address and password to login and return to your registration to make any changes.

- **Weather:** Events are rain or shine, so please do not let rain stop you from coming – we still need you! For your comfort, dress according to the weather forecast!
- **Placement:** Please note, the 100th Running Host Committee reserves the right to reassign volunteer assignments based on unexpected needs or shifts in events. We will do our best to honor your first choice, but it is not guaranteed. Thank you in advance for your understanding and enthusiasm while volunteering!

UNDER NO CIRCUMSTANCES SHOULD VOLUNTEERS BE INVOLVED IN THE FOLLOWING:

The 100th Running Host Committee has volunteers participate in a wide variety of opportunities; the following are a few areas where volunteer involvement is restricted:

- **Alcohol sales**
 - Including tickets, wrist bands, tokens, or any other items used in exchange for alcohol sales
- **Alcohol distribution**
- **Checking of Identification** for alcohol sales, entry into an event, etc.
- **Collecting of money**
 - Including tickets, wrist bands, tokens, or any items used in exchange for payment
- **Volunteers cannot drink alcohol during their scheduled opportunity**