

## Rest Stop Volunteer

**Report to:** #1.) Rest Stop Captain or  
#2.) Kim Streich via HAM Radio or 866-606-7150 or 313-608-9498  
#3.) Liz Sawielski Cell Phone 989-274-5900

#1 Rule of thumb: Give yourself plenty of time to get to your Rest Stop. It is imperative that you are on time when arriving at the Rest Stop.

Rest Stop #	Times	Day	Rest Stop Name	Location	Add 1	City, State, Zip
RS#1	6:30-11 a.m.	Day 1	GAINS	Gaines Elementary	300 Lansing St.	Gaines, MI 48436
RS#2	7-12 p.m.	Day 1	BYRON	Byron High School	312 W. Maple Ave	Byron, MI 48418
RS#3	7:30-1 p.m.	Day 1	HAYNER	Lazy V Farm	5564 Hayner	Fowlerville, MI 48836
RS#4 (Lunch)	8:30-4 p.m.	Day 1	LUNCH	Home of Elizabeth & Lawrence Poe	3745 East Beard Rd.	Morrice, MI 48857
RS#5	8:30-4 p.m.	Day 1	WOODHULL	Woodhull Township Fire Department	6845 W. Beard Rd.	Perry, MI 48872
RS#6	9:30-5 p.m.	Day 1	WILLIAMSTON	Williamston Twp Offices	4990 N. Zimmer Rd.	Williamston, MI 48892
RS#7	10-5 p.m.	Day 1	SANDHILL	Home of Rose and Bill Vincent	2102 Sandhill	Mason, MI 48854
Century	9-4 p.m.	Day 1	CENTURY	Home of Matt Dutcher	5307 Morrice	Owosso, MI 48867
RS #1	6:30-11 a.m.	Day 2	SANDHILL	Home of Rose and Bill Vincent	2102 Sandhill	Mason, MI 48854
RS #2	6:30-12 p.m.	Day 2	WILLIAMSTON	Williamston Twp Offices	4990 N. Zimmer Rd.	Williamston, MI 48892
RS #3	7:30-1 p.m.	Day 2	WOODHULL	Woodhull Township Fire Department	6845 W. Beard Rd.	Perry, MI 48872
RS#4 (Lunch)	8:30-3 p.m.	Day 2	LUNCH	Home of Elizabeth & Lawrence Poe	3745 East Beard Rd.	Morrice, MI 48857
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RS #7	8:30-5 p.m.	Day 2	GAINS	Gaines Elementary	300 Lansing St.	Gaines, MI 48436
Century	7:30-12:30 p.m.	Day 2	CENTURY	Home of Matt Dutcher	5307 Morrice	Owosso, MI 48867

### Description of Assignment:

You will be required to set up your rest stop area with tables, supplies, snacks, and beverages. The supplies will be dropped off in the morning. Help distribute refreshments to riders and assist riders with any problems that may occur.

### Outline of Responsibilities: Step 1:

- Go directly to your Rest Stop location. The first person that reaches the Rest Stop should check in with the Route Manager, Jim Freer, via cell phone or HAM operator. Let the Route Manager know if you have enough people; if not, we will try to find more help. An MS Society staff person will drop off volunteer T-shirts or they may already be in the rest stop barrels for you. If

you are short T-shirts please write down your name, address, and size and we will send you one after the tour

- There may be a rest stop captain at your rest stop
- There may be a HAM radio coordinator assigned to your rest stop, if not, use someone's cell phone to contact Jim Freer if any problems arise. **You can contact Kim Streich via HAM Radio or 866-606-7150 or 313-608-9498.**
- Help to set up tables, supplies, snacks, and beverages

### **Step 2: To be done before riders arrive.**

- Set out any signs or sponsor banners found in the Rest Stop boxes.
- Be sure Port-a-Potties have toilet paper (check periodically).
- With latex gloves on, cut up fruit (round fruit in quarters, bananas in half). Gloves should be worn at all times when handling food.
- Mix sports drinks according to directions provided.

### **Step 3:**

- Wave in riders to your Rest Stop
- Greet riders in a friendly, enthusiastic manner
- Distribute refreshments
- Be sure to hold back some food/drinks for stragglers
- **Monitor food supplies and contact staff for supplies that are low. Please call before you run out of anything so that there is time to get you additional supplies.**
- Please use all of a product before opening the next box or bag of it. For instance, use all cups in one bag before opening the second one provided; use all peanut butter in one can before opening the next. Any unopened supplies will be sorted after the tour and can be used at other events
- Trash bags are provided in your rest stop barrel. Please do not place trash in the barrel itself. The supply truck will load any trash you have and dispose of it
- Please do not throw away any parts to the pumps for the 5 gallon water jugs. There are three pieces needed to make the pumps work (the hand pump and two pieces of tubing)
- Package up reusable supplies and help with breakdown

### **Step 4:**

- Pick up trash and clean up the Rest Stop when it's time to close
- Package reusable food and beverages for supply vehicles
- Help break down tables and do general clean up
- ALL rest stops will remain open until the last participant passes through. Your Rest Stop/Lunch Stop Captain will be able to secure this information from staff or other key people along the route. Once all the participants have reached your rest stop you can close
- The supply truck will be coming along to pick up your leftover supplies and garbage.

### **Other Important Information:**

- Riders who may not complete the route for whatever reason can take the Finish shuttle or SAG vehicle to finish area. (The SAG vans will take

participants from Rest Stop to Rest Stop. The Finish Shuttle will take participants to the Finish only). Your HAM operator will be able to assist you in contacting the closest driver; if there is no HAM, have Kim contact the closest driver

- Riders wishing to take the shuttle to the finish will be leaving their bikes with the Rest/Lunch Stop crew. The supply truck will pick up the bike and riders can pick up their bikes at the finish later that day.
- If you are one of the rest stops serving lunch, please expect more traffic than other rest stops. Please ensure that sandwiches, snacks, drinks and desserts are always set out and available to participants. Also, because of the size expected at each lunch site, other volunteers may be assigned to help out.

### **Reminder(s):**

The addresses of the Rest Stops have been provided to you. You may also follow the Bike MS route markings if you come across them as well as the written directive(s) on the back of the Bike MS route map(s). Please fill up your gas tanks and give yourself ample driving time if you are unfamiliar with this area. The roads are narrow and may be dark so watch out for riders, trucks/cars exiting property and animals. If your job overlaps another job, notify your coordinator immediately and find out a good time to move to your next assignment. If your area is short handed, notify the volunteer coordinator ASAP via HAM operator or any worker with a cell phone. If you are late, lost or unable to fulfill your assignment, please notify the volunteer manager. **Begin to set up tables and supplies until help arrives.** Finally, have fun while working and have a good time!

### **DAY OF EVENT CONTACT:**

A lot of time and planning goes in to organizing the Bike MS Ride. We know that even with the best laid plans, complications can arise. If a situation arises that you are uncomfortable with find a National MS Society staff person to help you handle the problem. MS Staff will be wearing navy blue Join the Movement! T-shirts.

**You are one of the most important people at the Bike MS Ride.  
Thank you!**

### **Rest Stop Instructions**

Thank you for volunteering for the 2009 MS Bike Ride! The following is a list of specific duties and directions for hosting a rest stop.

### **FRUIT**

- Please cut oranges/apples into quarters and place in roasting pans
- Please cut bananas into halves and place in roasting pans

Please do not cut all of the fruit at once. If you do it only when needed, the fruit will stay fresher.

### **PEANUT BUTTER & JELLY**

If you have PB&J at your rest stop, please lay out all supplies: Peanut Butter, Jelly, Bread and Spreader. The butter knives provided are used for the riders to make their own sandwiches.

### **GATORADE**

- Use the jugs of Culligan water to make the energy drink. The energy drink mix will be provided for you in the form of powder or liquid concentrate.
- Mix the energy drink as the labels on the bottle describes. (The majority of riders prefer it this way; it is easier on their stomachs and allows them to drink more!).
- Please stir the energy drink well using the large spoon.
- First pour in the water then add the energy drink mix-this will help prevent it from forming a paste on the bottom of the cooler.

### **BATHROOMS**

There will be porta-potties at your rest stop, you will be provided with toilet paper. Please keep your eye on the supply.

### **FIRST AID KITS**

There will be first aid kits at every rest stop.

### **CONTACT**

There may be a HAM Radio operator at your rest stop that will in turn have contact with MS Staff and the logistics coordinator. Please tell your HAM Operator if you run out of supplies or if any emergency situation occurs and he/she will get the word out to the appropriate person.

**If you do not have a HAM at your rest stop, use someone's cell phone to contact Jim Freer and let them know about any low supplies, etc. You can contact Kim Streich via HAM Radio or 866-606-7150 or 313-608-9498.**

### **CELEBRATE!!!**

Lastly, we want to invite you to the overnight activities (Saturday at MSU) and/or the finish line activities (Sunday at Lake Fenton High School). On Saturday, we will have some great live entertainment. On Sunday, we will have a fantastic barbeque atmosphere, complete with great food and more live entertainment.

THANK YOU VOLUNTEERS!! BECAUSE OF YOUR HARD WORK AND  
DEDICATION WE ARE CLOSER TO A WORLD FREE OF MS!