

LIGHT THE NIGHT VOLUNTEER APPLICATION

Thank you for your desire to volunteer for The Leukemia & Lymphoma Society's Light The Night Walks. Please fill out the below application and return to the North Carolina Chapter: **via email** to cherith.hunter@lls.org, **fax** to 919-367-4120, or **mail** to 401 Harrison Oaks Blvd, Suite 200; Cary, NC 27513. A 30-45 minute **Volunteer Training Session** is scheduled (see # 4 below) to review guidelines, event procedures and volunteer assignments. Please plan to attend this session. **Volunteer application deadline is Saturday, October 8th.**

Name _____ **Age** _____ **T-shirt Size** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Email** _____ **Company/Organization** _____

Please provide information for additional volunteers below (attach an additional sheet if needed):

<u>Name</u>	<u>Age</u>	<u>Email</u>	<u>Phone</u>	T-shirt size _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	T-shirt size _____
_____	_____	_____	_____	T-shirt size _____

1. Have you volunteered for Light The Night in the past: Yes _____ No _____

2. Indicate which Walk(s) you would like to volunteer at:

Raleigh: Halifax Mall, Saturday, Oct. 15 _____ **Durham:** Diamond View Park, Saturday, Nov. 5 _____

3. Choose one or more interest areas (see attached descriptions for responsibilities):

Set Up: Raleigh 1:30-4:30 pm _____ Durham 12:30-3:30 pm _____

For the below 9 areas times are as follows: Raleigh 4:45-7:30 pm _____ Durham 3:45-6:30 pm _____

Accounting _____ **Balloons** _____ **Food/Drinks** _____ **Information** _____

Kid Zone _____ **Mission** _____ **Photography** _____ **Registration** _____ **T-Shirts** _____

Route Guides: (must be 18 or older) Raleigh 6:15-8:30 pm _____ Durham 5:15-7:30 pm _____

_____ **I will cheer on Walkers at the finish line after I complete my assignment, from approximately 7:45-8:15 pm in Raleigh or 6:45-7:15 pm in Durham**

_____ **I will assist with clean up efforts after I complete my assignment, from approximately 8:15-9:30 pm in Raleigh or 7:15-8:30 pm in Durham**

(Necessary information on assignments, cheer and clean up will be communicated at the training and the week of the event)

4. Plan to attend Volunteer Training Session: _____ **Raleigh Volunteers – Tuesday, October 4th at 5:30 pm**
 _____ **Durham Volunteers – Wednesday, October 26th at 5:30 pm**

Please be aware of the following Light The Night Volunteer Guidelines as you consider your application:

- **All volunteers age 15 and under must be accompanied by an adult volunteer.**
- Plan to attend an important 30-45 minute training session to communicate important information and pick up volunteer t-shirt.
- Plan to arrive at the Volunteer Check-In table 15 minutes prior to your assigned shift.
- Plan to eat prior to arrival for shift or at the conclusion of shift as we are unable to provide volunteer meals (snacks/drinks available).
- Effort is taken to assign volunteers to their interest areas, but if necessary assignments may be changed.
- Be respectful and courteous to all Light The Night participants, volunteers and staff.
- LLS relies on our volunteers to have a successful Light The Night event and expect a commitment for the chosen date(s) and time(s). If you are unable to fulfill your commitment please contact us immediately.

Please contact Cherith Hunter at 919-367-4079 or cherith.hunter@lls.org with questions regarding volunteering at Light The Night.

LIGHT THE NIGHT VOLUNTEER APPLICATION

VOLUNTEER JOB DESCRIPTIONS

- **Accounting (previous accounting experience preferred. Specific mandatory training provided at Volunteer Training Session – please plan to attend)**
 - Assist with counting donations that are received at registration evening of event.
 - Responsible for following recommended accounting procedures to ensure audit compliance.
- **Balloons.**
 - Responsible for filling participant balloons with helium, distributing balloons to participants and clean-up of balloon area.
- **Food & Drinks**
 - Assist food vendors with serving of food, responsible for marking walker bracelets, refreshing drinks and ice in beverage bins, clearing any building trash and switching food service to dessert after Walk has begun.
- **Information**
 - Direct participants to registration area, restrooms and other areas upon arrival. Answer questions and alert LLS staff to any issues.
- **Kid Zone**
 - Responsible to ensure kids are participating in activities safely and orderly. Activities can include inflatable bounce house, bag decorating, face painting, etc.
- **Mission Area**
 - Assist participants with activities dedicated to celebrating and commemorating those lives touched by cancer (dedication banner, ribbons, quilt, etc.)
 - Assist with distribution of materials and registering LLS advocates.
- **Photography**
 - Responsible for taking Light The Night team pictures with LLS provided digital camera (or personal camera if preferred), either at Team Photo Area or throughout the crowd.
 - Responsible to ensure teams sign-in prior to picture taken at Team Photo Area.
- **Registration (Specific training provided at Volunteer Training Session – please plan to attend)**
 - Responsible for checking-in arriving participants, collecting money envelopes and ensuring all information is collected.
 - Responsible for providing bracelet for earned incentives.
 - Responsible for informing participants about event details – incentive pick-up, Walk start, balloons.
 - Responsible for ensuring money gets sent to accounting area correctly.
- **Route Guides (MUST BE 18 YEARS OR OLDER FOR SAFETY REASONS. Specific training provided at Volunteer Training Session – please plan to attend)**
 - Responsible for guiding participants properly along walk route to ensure safety.
 - Will be assigned to important route locations (intersections and/or direction changes).
 - Possibly responsible to stop traffic at certain points along the route as Walkers pass. Must be comfortable with this task.
 - Will be assigned in pairs along the route to work as a team.
- **Set-Up**
 - Assist with preparing venue for event (tables, chairs, directional signs, route markers, balloon arches).
- **T-Shirts**
 - Responsible to set-up, distribute and clean-up t-shirts provided to participants who have met a fundraising minimum.

Please contact Cherith Hunter at 919-367-4079 or cherith.hunter@lls.org with questions regarding volunteering at Light The Night.