



Volunteer Opportunities

at the 20th Annual Colorado



Tour de Cure
Saturday, August 20, 2011

supported by our valued partners



American Diabetes Association
2480 W 26th Ave
Suite 120B
Denver, CO 80211

720.855.1102, ext. 7020
www.tourdecurecolorado.com

We enjoy a high return rate of riders because of the excellent support and gracious help of our awesome volunteers – like you! – who make it all about the riders.

Dear Friend,

Thank you for considering volunteering at this year's Tour de Cure Colorado. Because we are expecting 2,250 riders on Saturday, August 20st, our volunteer needs are very great. To have a successful event at which our riders and guests feel well-supported, we will need at least 250 smiling, service-oriented volunteers throughout the day. We also have a need for several dozen volunteers on Friday, August 19 to help in the staging and preparations that ensures we are ready to greet and send off our first riders at the crack of dawn on Saturday.

If you are able to assist us for a portion of the weekend, we would be very grateful! Friends and family members who want to help are also very welcome. Review the assignments on the following pages and make your selection.

Please use the response form at the end of this guide. Or go online to:

- www.tourdecurecolorado.com
- click on About the Tour (red tab at the top of the page)
- click on Volunteer (in the drop down menu under About the Tour)
- click on [Please fill out our Contact Form to get started](#) in the middle of the page
- Fill in the blanks and click [Submit](#)

We will be in touch with you within a few days of receiving your kind offer to volunteer.

You may also call 720.855.1102, ext. 7020 with any questions, needs or responses.

With gratitude,

Kelly Jackson

Director
Tour de Cure Colorado
American Diabetes
Association

Bob Jobin

Chair
Committee for
2011 Tour de Cure Colorado

Margo Stewart

Chair,
2011 Volunteer Recruitment

Rewards for Volunteering

Thank you! for your interest in volunteering at the 20th annual Colorado Tour de Cure on Saturday, August 20, 2011.

In addition to our undying gratitude each volunteer receives the following as tokens of our thanks:

- 2011 commemorative Tour de Cure T-shirt
- Complimentary lunch
- An invitation to spend the day with us and enjoy all the Tour de Cure has to offer

Most of all we guarantee you the satisfaction that comes from volunteering and being of service to our riders and teams. The Red Riders (people with diabetes) and all our riders who raise funds make the Colorado Tour de Cure one of the top three events in the nation for the American Diabetes Association. We couldn't do it without you!

Read about the assignments available, think about what you would like to do to help and respond online or use the form with this brochure (on the last page). You may also send communications to us at margo@tourdecurecolorado.com.

Optional

Occasionally, volunteers express an interest in fund-raising for the event even though they will spend their time on August 20 volunteering instead of riding a bike.

When you sign up as a volunteer online, your registration fee is automatically waived and you have full access to all the online fund-raising tools that are given to our riders.

Any volunteers who raise funds of \$250 or more are entitled to choose the available thank you gifts. To register as a fund-raiser, go to www.tourdecurecolorado.com and (what to click on...)

Thanks to Major Sponsors

We are fortunate to have the support of some charitable companies who are providing volunteers and valuable donations.

Placeholder for Text re: sponsors



And even with the support of these companies and groups, we do need you!

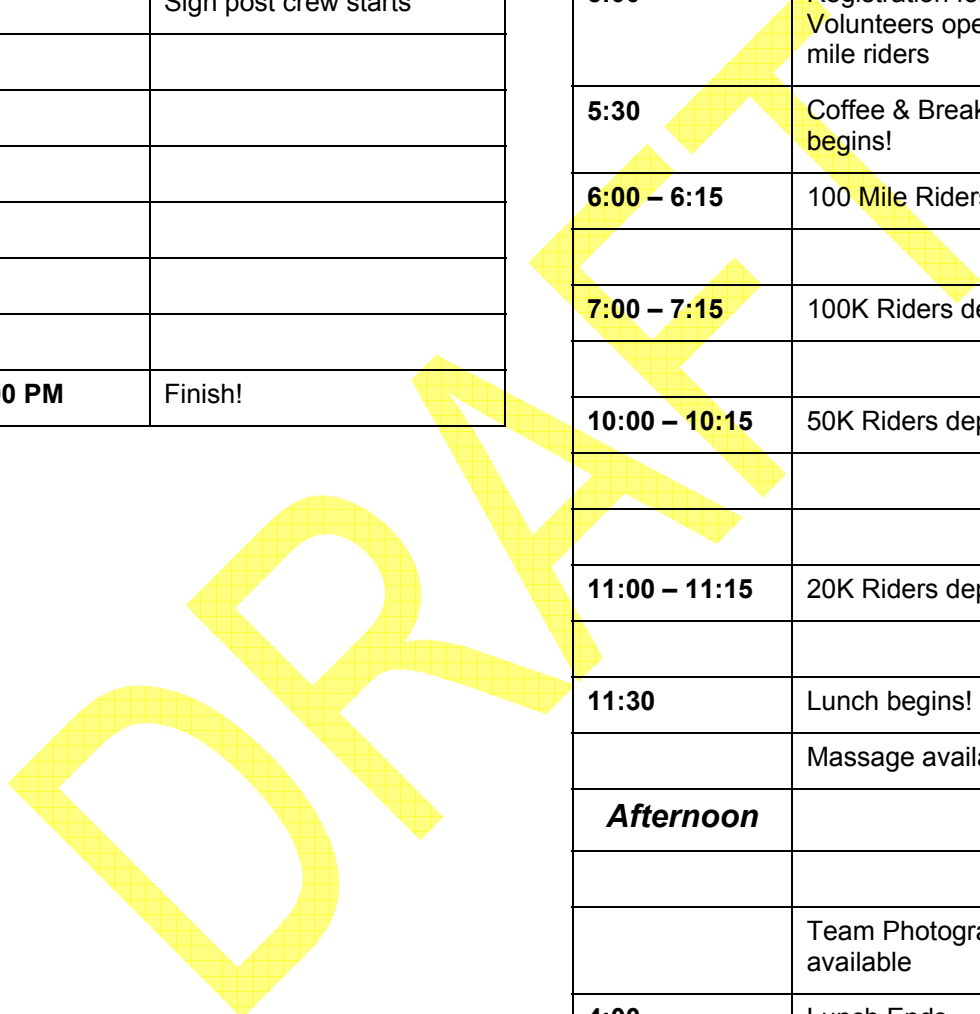
EVENT SCHEDULE

Friday, August 19

Afternoon	
12:00 noon	Committee & Volunteers arrive at Fairgrounds Park
	Unpack of PODS
	Sign post crew starts
5:00 PM	Finish!

Saturday, August 20

Morning	
4:30 AM	Committee & first shift of Registration Volunteers on site
5:00	Registration for Riders & Volunteers open for 100 mile riders
5:30	Coffee & Breakfast begins!
6:00 – 6:15	100 Mile Riders depart
7:00 – 7:15	100K Riders depart
10:00 – 10:15	50K Riders depart
11:00 – 11:15	20K Riders depart
11:30	Lunch begins!
	Massage available
Afternoon	
	Team Photographer available
4:00	Lunch Ends
	Last Rider Round Up!
	Event Concludes
4:00 – 7:00 PM	Event Tear down & Clean Up



Volunteer Position	Friday, August 19	Page
At Fairgrounds Park and Out on the Routes		
Bike Corral Set Up		6
Errand Runners		6
Rider Pre-registration Crew		6
Sign Posting Crew		6
Unpacking, Set Up & Tent Raising Crew		6

Volunteer Position	Saturday, August 20	Page
At Fairgrounds Park		
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Bike Valet		7
Breakfast & Coffee Crew		7
Cheerleaders - Starting Line & Wave Control; Finish Line & Medals		7-8
Finish Line Announcers for Red Riders		8
Floater		8
Greeters		8
Kids Zone		8
Lunch & Drinks Crew		9
Recycling and Trash Round Up		9
Rest Stop Crews		
Rider Registration & Check In		9
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Tear Down & Site Closure Crew		11
T-Shirt & Goody Bags Crew		11
VIP Tent		12
Volunteer Registration & Check In		12

Out on the Routes		
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Route Marshals – Riding & Stationary		10
SAG Wagon Drivers		10
Sign Removal Crew		11

FRIDAY VOLUNTEER POSITIONS-AT PARK & ON ROUTES		
Job Description	Time Period	#Volunteers Needed
<p>Bike Corral Set Up Crew Assemble Bike Corral in designated area out of plastic pipe and fittings designed for holding bicycles.</p>	2:00 - 5:00 pm	2
<p>Errand Runners Work with the Staff and Sign Posting Crew to run errands, transfer supplies and get questions answered. One of you will specifically help the Route group and each of you will need your own car.</p>	12:00 to 5:00 PM	2
<p>Rider Pre-Registration Provide pre-registration for our riders at the chosen hotel in Longmont, CO. Help them get their paper work and details completed early so all they have to do on Saturday morning is ride! You'll have a table & chairs, and we need your attention to detail.</p>	3:00 to 8:00 PM	10
<p>Sign Posting Crews Work in pairs (one to drive and one to post), to place directions signs along sections of the Tour de Cure routes according to an established map with directions. Signs will be organized by route and each pair will be provided with tools (and rules) for posting our signs. Some go all the way to Estes Park and back!</p>	12 noon to 5:00 PM Must be completed by sundown	16 (Eight pairs of 2 with one car for each pair)
<p>Unpacking, Set Up & Tent Raising Crew Help unpack our PODS! Work on variety of tasks to stage the park grounds in preparation for the event on Saturday. Physical labor required as tables, chairs, cartons and other supplies are unloaded, sorted and moved. Help set up tents for our riders, lunch service tables, etc. Hang banners and post signs, too!</p> <p>Note: This is a great assignment for high school student athletes (with muscles!) to earn volunteer credits.</p>	12:00 to 5:00 PM	25

If you help on Friday, you will give us a great start on having an outstanding Tour de Cure event! And...

We have lots of Volunteer positions during the event on Saturday, too, so please read on.

SATURDAY VOLUNTEER POSITIONS – FAIRGROUNDS PARK		
Job Description	Time Period	#Volunteers Needed
Bike Corral Wranglers Direct cyclists to stow and lock their bike in available space in the corral. This is NOT a bike check service; instead we want all cyclists to take their bikes back to their vehicles or stow in the corral so they are not a trip-and-stumble hazard elsewhere on the grounds.	Shift 1 – 11:00 AM to 1:15 PM	2
	Shift 2 – 1:15 to 3:30 PM	2
Bike Valet This is a bike check service. Present riders with a numbered ticket corresponding to the hang tag that will be attached to their bike and park their bike in the secure Bike Valet area. Near end of day, return bikes to riders if they present you with a Bike Valet Ticket	Shift 1 – 11:00 AM to 1:15 PM	2
	Shift 2 – 1:15 to 4:30 PM	2
Breakfast & Coffee Crew Serve coffee and light breakfast snack items to cyclists. Make sure we have sufficient supplies of items, especially for coffee service (cups, sugar and sugar substitute, milk, stirrers, etc.)	5:30 – 10:00 AM	8
Cheerleaders Starting Line & Wave Control: Send off the riders with cowbells, whistles, clapping hands and your enthusiastic cheering as they go for the ride of their lives! Let them know we support them and the ride to stop diabetes. Keep them safe by helping control the flow of cyclists in each wave as they start pedaling.	Shift 1 – 5:45 to 8:00 AM	15
	Shift 2 -- 9:30 to 11:30 AM	15

SATURDAY VOLUNTEER POSITIONS – FAIRGROUNDS PARK

Job Description	Time Period	#Volunteers Needed
<p>Cheerleaders Finish Line & Medals: Welcome back returning riders as they approach and cross the finish line. Let them know their efforts are appreciated. Create a mighty noise with cowbells, whistles, clapping hands and your enthusiastic cheering.</p>	<p><i>Shift 1 – 11:15 AM to 2:30 PM</i> <i>Shift 2 -- 1:15 to 4:30 PM</i></p>	<p>15 15</p>
<p>Finish Line Announcers for Red Riders In clear and crisp tones, announce the Red Riders by name as they complete their ride. Use the PA system and stay in constant contact with the Spotters. You'll be able to coordinate with each other for rest & lunch breaks. We hope you can stay until the last Red Rider is in!</p>	<p><i>11:00 AM to 5:00 PM</i></p>	<p>3</p>
<p>Floater Flexible folks who can do almost anything! You never know where you'll need another pair of hands or feet!</p>	<p><i>Shift 1 – 5:30 to 10:00 AM</i> <i>Shift 2 – 9:45 AM to 2:00 PM</i> <i>Shift 3 – 1:45 to 4:00 PM</i></p>	<p>2 2 2</p>
<p>Greeters Greet riders and guests as they come in from the parking lots. Direct them to registration, team tents, bike corral, comfort stations, etc. Bring a lawn chair so you can sit when needed.</p>	<p><i>Shift 1 -- 5:30 to 8:15 AM</i> <i>Shift 2 – 8:00 to 11:15 AM</i> <i>Shift 3 – 11:00 AM to 2:00 PM</i></p>	<p>6 6 3</p>
<p>Kids Zone Crew Make sure the Kid Zone is monitored and everyone is safe. Have children and guardians sign waiver forms for Bounce House. Monitor snow cone machine ice levels. Face Painters, balloon animals or any children activity skills you might have are welcome here as well!</p>	<p><i>Shift 1 -- 11:00 AM to 2:15 PM</i> <i>Shift 2 -- 2:00 PM to 4:30 PM</i></p>	<p>5 5</p>

SATURDAY VOLUNTEER POSITIONS – FAIRGROUNDS PARK

Job Description	Time Period	#Volunteers Needed
<p>Lunch & Drinks Crew</p> <p>Help serve lunch to over 2,000 riders and volunteers. Related tasks include taking lunch tickets, replenishing food & beverage supplies and assisting professional crew in keeping the lunch line moving. We are also likely to need help with less glamorous tasks of bussing tables and emptying garbage cans.</p>	<p>Shift 1 -- 11:00 AM to 2:00 PM</p> <p>Shift 2 -- 1:00 PM to 5:00 PM</p>	<p>15</p> <p>15</p>
<p>Recycling & Trash Round Up Crew</p> <p>Help serve lunch to over 2,000 riders and volunteers. Related tasks include taking lunch tickets, replenishing food & beverage supplies and assisting professional crew in keeping the lunch line moving. We are also likely to need help with less glamorous tasks of bussing tables and emptying garbage cans.</p>	<p>Shift 1 – 12 Noon to 3:30 PM</p> <p>Shift 2 -- 3:00 PM to 5:30 PM</p>	<p>5</p> <p>5</p>
<p>Rest Stop Crews</p> <p>Great fun for a family or company team! You prepare snacks & drinks for the riders; make sure they stay hydrated & happy. Some rest stops are bigger and busier than others. Tables, chairs and all supplies are provided. This is a great place to be to see all the riders come through and be of service in a great cause.</p>	<p>5:00 AM to 4:00 pm</p> <p>Each rest stop location has its own schedule – need details</p>	<p>100</p>
<p>Rider Registration</p> <p>Greet and check riders in as they come to your station to get their bib number. Make sure riders' collection envelopes are completely filled. Check to see if the rider's completed and the Emergency Information/Liability Waiver form is legible. Give rider a bib number and safety pins. Write the bib number in the designated area of the margin on the Emergency Info/Waiver form. Send the rider to the T-shirt & Goody Bag crew.</p>	<p>Shift 1 -- 5:00 to 8:45 AM</p> <p>Shift 2 -- 8:30 to 11:45 AM</p>	<p>15</p> <p>20</p>

SATURDAY VOLUNTEER POSITIONS – FAIRGROUNDS PARK

Job Description	Time Period	#Volunteers Needed
<p>Route Marshals - Bicycles</p> <p>Ride your bike on sections of each route at designated times to assist riders with directions and make sure they stay safely on their route. Training with the Route leaders is required before you venture out.</p>	<p>6:00 am – 4:00 pm</p> <p>Need to specify the times & locations for each riding marshal</p>	<p>20</p>
<p>Route Marshals - Stationary</p> <p>This important position needs people who are great with directions and can make sure the cyclists stay on the designated route (no need to direct car traffic!). You can sign up with a buddy or plan to be at the route spot by yourself. Bring a lawn chair to your route location, so you can relax between waves of riders. You'll wear a safety vest and need to stand, using arm motions to make sure cyclists can see you directing them to the proper turns and route. The Tour de Cure has 22 different Route Marshal stations, and we'll need people for each position to work 4 hour shifts and cover the entire day.</p>	<p>Shift 1 -- 6:00 to 10:00 AM</p> <p>Shift 2 – 9:00 AM to 1:00 PM</p> <p>Shift 3 – 12 Noon to 4:00 PM</p> <p>Need to specify the # of people, times & locations of each 4 hour shift</p>	<p>50</p>
<p>SAG Wagon Drivers</p> <p>We need outgoing drivers with people skills, a super clean driving record and the ability to solve problems and think fast on their feet. You will drive a vehicle provided by Boulder Toyota, supplies and gear (SAG), to cover sections of the routes with several other key support people. This team helps cyclists with bike trouble or transports them for first aid or other issues. You will make a huge difference in this position.</p>	<p>5:30 AM to 4:30 PM (Shifts available)</p>	<p>13 at all times</p>

SATURDAY VOLUNTEER POSITIONS – FAIRGROUNDS PARK		
Job Description	Time Period	#Volunteers Needed
<p>Sign Removal Crew</p> <p>You'll need your own vehicle and use Route maps to pick up the important signs on each route. You'll return the signs to the Fairgrounds Park or other specified location. It's an important activity that helps us clean up completely and quickly!</p>	<p>3:00 to 6:00 PM</p>	<p>8 (Four pairs of two, each pair with a vehicle)</p>
<p>Spotters</p> <p>Watch for the amazing Red Riders as they come back in. Radio in their bib number to the announcers so we can recognize them individually, by name, as they cross the finish line.</p>	<p>Shift 1 -- 11:15 AM to 1:30 PM</p> <p>Shift 2 -- 1:30 PM to 4:00 PM</p>	<p>2</p> <p>2</p>
<p>Stage Crew</p> <p>Kelly J/Judi H</p> <p>[need more descriptive info, # of volunteers & shifts needed]</p>		
<p>Tear-Down & Site Closure Crew</p> <p>Dismantle the event; clean up all the debris, re-pack supplies that can be used in the future and re-load the PODS. Onsite signage and banners need to be taken down. ADA-owned Tents, all tables and chairs need to be taken down, folded and packed into the PODS. Stay to the end, and get some free food!</p> <p><i>Note: This is a great assignment for a group of high school students (all the better with muscles!) who need to earn volunteer credits.</i></p>	<p>4:00 PM to 7:00 PM</p> <p>(The more hands we have the more quickly we'll get done!)</p>	<p>25</p>
<p>T-Shirt & Goody Bags Crew</p> <p>Greet riders as they come to your station. Offer the rider the choice of picking up their T-shirts or goody bag now or giving them a ticket they can use to redeem later in the day.</p>	<p>Shift 1 -- 5:30 AM to 11:00 AM</p> <p>Shift 2 -- 10:45 AM to 4:00 PM</p>	<p>15</p> <p>15</p>

SATURDAY VOLUNTEER POSITIONS – FAIRGROUNDS PARK		
Job Description	Time Period	#Volunteers Needed
<p>VIP Tent</p> <p>Make sure the VIP Tent is monitored, food and drinks are refreshed and people are taken care of. Keep tent clean and orderly so VIPs can relax and recover from their ride.</p>	<p>11:30 AM to 4:30 PM (Shifts available)</p>	<p>10 (throughout the day)</p>
<p>Volunteer Registration</p> <p>Greet and check in your fellow volunteers as they come to your tent to get their shirts, lunch tickets and assignments. Check that the volunteer’s Emergency Information/Liability Waiver form is legible and complete. If they do not have a form completed, make sure one is completed before giving them their assignment and t-shirt.</p> <p>Reassign volunteers if they wish to continue after their first assignment/shift is completed.</p>	<p>Shift 1 -- 4:30 to 10:30 AM</p>	<p>5</p>
	<p>Shift 2 – 10:00 AM to 3:00 PM</p>	<p>5</p>

Thanks for helping to **Stop Diabetes!**

Please use the form on the following page to respond as a Volunteer.

Or go online to:

- www.tourdecurecolorado.com
- *click on About the Tour (red tab at the top of the page)*
- *click on Volunteer (in the drop down menu under About the Tour)*
- *click on Please fill out our Contact Form to get started in the middle of the page*
- *Fill in the blanks and click Submit*

We will be in touch with you within a few days of receiving your kind offer to volunteer.

Thank You!

This page will have the Volunteer Response Form

DRAFT