

Name: _____
e-mail: _____

Phone: _____
School: _____

Volunteers for the 12th Annual Juana Run

What is the Juana Run? The Juana Run is a fun family event that is open to all members of our school and the community. It is a running race that takes place in the streets of Barron Park. The Juana Run was formerly a fund raiser that was put on jointly by the Juana Briones and Barron Park PTA's. The race will now be put on by joint efforts of Terman PTA, Gunn Sports Boosters and Gunn Cross Country Team. This event requires a lot of coordination and support from the members of both schools, both before the day of the race and on race day. The 12th annual race will take place on **February 9, 2008**. The Juana Run currently makes about \$18,000 which will be split between the three groups. With additional help, this race could easily make double that amount. There are many ways to help that do not involve meetings and can be done on your own time. The list below includes all areas, some already have volunteers but the more help we get, the more we can do. There are instructions for all areas, so you don't have to figure out what to do if you sign up. More details on these volunteer positions are available on the website: www.juanarun.org.

Pre-race day help

- _____ Awards (order and/or organize)
- _____ Arrange Burger sales
- _____ Course marking
- _____ Database entry
- _____ Race mailing to previous runners
- _____ Advertising design
- _____ T-shirt design
- _____ Race flier design
- _____ Design sponsorship material
- _____ e-mail notification to previous racers
- _____ Financial secretary
- _____ Food and drink coordinator
- _____ Letter to notify residents (coordinate with local scouts for delivery)
- _____ Medical coverage (contact local medical team)
- _____ Music for race day
- _____ Publicity coordinator
 - _____ web sites
 - _____ newspapers
 - _____ magazines
 - _____ school e-news
 - _____ school newsletters
 - _____ post signs
 - _____ radio and tv
 - _____ running clubs
 - _____ distribute fliers at local races
 - _____ explore other options
- _____ Pancake breakfast
- _____ Portable toilets (order, coordinate drop-off, pick-up)
- _____ Race day volunteer coordinator
- _____ Race bag stuffing

- _____ Raffle coordinator
- _____ Sponsorship development (contact previous and new potential sponsors)
- _____ Sponsor appreciation (thank you after sponsor has signed on)
- _____ Treasurer (Sports Boosters)
- _____ Voice mail response (check and answer voice mail)
- _____ Water table (prepare water table on race course)
- _____ Web page editor
- _____ Writer (articles for newspapers, newsletters, requesting volunteers)

Race day helper (2-4 hours)

- _____ Awards and raffle presentation
- _____ Bag check
- _____ Burger sales
- _____ Data entry
- _____ Food and drink serving
- _____ Serve pancakes
- _____ Registration coordinator
- _____ Sign posting on race morning
- _____ Water table
- _____ Course monitor
- _____ Set up
- _____ Clean up
- _____ Finish line help
- _____ Registration help
- _____ T-shirt distribution
- _____ Volunteer coordinator (answer volunteer questions)

Post race help

- _____ Data entry (race day entries)
- _____ Sponsor mailing

If you have any questions, email Karen Saxena at heypalermo@aol.com or call 650-856-6778
Please turn this in to your teacher or the office.