



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 liz.miller@lls.org, **via fax** to 919-367-4120, or **via mail** to 401 Harrison Oaks Blvd, Suite 200; Cary, NC 27513. A 30-45 minute **Volunteer Training Session** is scheduled for **Thursday, September 30th at 5:30 pm** to review guidelines, event procedures and volunteer assignments. Please plan to attend this session. **Volunteer application deadline is Wednesday, September 15th.**

Name _____ Age _____

Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Email _____ Company/Organization _____

Please provide information for additional volunteers below:

<u>Name</u>	<u>Age</u>	<u>Email</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Raleigh: Halifax Mall, Saturday, Oct. 9 _____ Durham: American Tobacco, Thursday, Oct. 21 _____

2. Choose one or more time slots you are available to volunteer:

1:00-4:00 pm _____ 4:30-7:30 pm _____ 7:00-9:30 pm _____

3. Choose one or more interest areas for the indicated time slot (see attached descriptions for areas and possible requirements):

1:00-4:00 pm: Set-Up _____ Balloons _____

4:30-7:30 pm: Accounting _____ Balloons _____ Food/Drinks _____ Information _____

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

7:00-9:30 pm: Cheering Zones _____ Clean-Up _____ Route Guides _____

4. Plan to attend Volunteer Training Session on Thursday, September 30th 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.
- Plan to arrive at the Volunteer Check-In table 15 minutes prior to your assigned shift.
- Plan to eat prior to arrival for volunteer shift or at the conclusion of volunteer shift.
- Effort is taken to assign volunteers to their interest areas, but if necessary assignments may be changed.
- Plan to attend an important 30-45 minute training session on Thursday, September 30th prior to event.
- 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 expects a commitment for the chosen date(s) and time(s). If you are unable to fulfill your commitment please contact us immediately.

Please contact Liz Miller at 919-367-4075 or liz.miller@lls.org with any questions regarding volunteering at Light The Night.



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VOLUNTEER JOB DESCRIPTIONS

- **Accounting (previous accounting experience preferred)**
 - Assist with counting donations that are received at registration evening of event.
- **Balloons**
 - 1:00-4:00 pm — Responsible for filling participant balloons with helium.
 - 4:30-7:30 pm — Responsible for filling participant balloons with helium, distributing balloons to participants and clean-up of balloon area.
- **Clean-Up**
 - Assist with trash clean-up, breakdown of tables and chairs, loading of supplies and equipment, etc.
- **Cheering Zones (priority given to volunteer groups)**
 - Responsible for adding excitement to Walk route and finish line by cheering participants as they journey along the 2 miles.
- **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).
 - Responsible to ensure teams sign-in prior to picture.
- **Registration (Specific training provided at September 30th Volunteer Training Session)**
 - 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)**
 - Responsible for guiding participants properly along walk route to ensure safety.
 - Will be assigned to important route locations (intersections and/or direction changes).
- **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.