



Volunteer Handbook

October 6, 2018

New Location this year!

Rockford Rivets Stadium

4503 Interstate Blvd.

Loves Park, IL 61111



Thank you for volunteering your time and energy in support of the 2018 Light The Night Walk! This year you will help thousands of walkers who will raise over \$2.3 million to cure leukemia, lymphoma, Hodgkin's disease and myeloma, and improve the quality of life for patients and their families.

General Information

General Age Requirement: All volunteers must be at least fourteen (14) years old, and some positions require volunteers to be at least twenty-one (21) years old. Volunteers between 14-17 years must have adult supervision.

Breaks: The busiest time of the day is between 5:30 pm and 7:30 pm. The Staff Lead in your area will give you breaks as needed throughout the event, but please don't hesitate to ask. Please let the lead of your area know if you need to step away at any point.

Reassignments: If you have finished with your shift and would like to be reassigned, inform an LLS staff member. Please know that your original assignment may change due to a number of different reasons. We appreciate your flexibility to ensure the event is as successful as possible!

Clean up: Throughout your shift please throw away garbage as it accumulates and keep the area clean. Help pack up materials and fold chairs at the end of your shift. Everyone is encouraged to stay and help break down the site once the walkers get on their way at 7:30pm.



What to Wear / What to Bring

- Wear comfortable clothes and shoes; you will receive a volunteer t-shirt when you check-in. Also, please wear layers as it may get chilly at night.
 - Bring a rain coat or poncho just in case -- we walk rain or shine!
 - Wear sunscreen if necessary.
 - Leave your purses and other valuables at home.
 - Only bring what you can carry on your body such as ID, cell phone, a small amount of cash (though none should be needed) - you may be able to place a small bag down near where you are assigned, but there is not a secure area for your belongings and LLS is not responsible for anything that is lost or stolen.
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Directions & Parking

Please Note: New Location this year!

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Loves Park, IL 61111

There is plenty of parking at the stadium

[Map](#)

Volunteer Assignments

Set Up

Shift | 12:30 pm – 4:00 pm

Requirements | Able to lift up to 25 lbs repeatedly.

Responsibilities | Help unload trucks and place contents in assigned tents or other locations at the walk site.

Unpack boxes, hang signs on tents/concession areas, move tables and chairs, put on tablecloths, assemble lanterns, organize t-shirts. Overall, ensure walk site is ready to welcome walkers when they begin to arrive around 5:15 pm.

Volunteer Check-In

Shift | 4:00 pm – 9:00 pm

Requirements | Must be at least 18 years old

Responsibilities | Find volunteer's name on the volunteer list, ask them to complete a volunteer profile sheet (if indicated), give them their volunteer t-shirt and direct them to their assigned location. If volunteers are done with their assigned role and would like more to do they can report back to the volunteer check-in area to be potentially reassigned.

Greeters/Directors

Shift | 4:00 pm – 7:00pm

Responsibilities | Greet teams and walkers as they arrive and point them to the registration tent. Direct people throughout the walk site to registration (if they are turning in money), the t-shirt tent, lantern tent, food tent, or mission tent.

Ask individuals if they need to turn in money. If yes, ask them to please proceed to the Registration Tent. If they do not have money to turn in or do not need to make a donation, they do not need to register for the event. They can go to the t-shirt tent if they raised \$100, the lantern tent, food area, etc. and continue with the festivities. Please be prepared to answer questions about the event (ie; where do I get food? Where are the restrooms? What time does it start?). If they have specific LLS questions, you can send them to the Mission Tent.

Route Marking - Paul Baits

Shift | Before 5pm

Requirements | Able to walk, bend, etc. Strong backs needed here!

Responsibilities | Place signs approximately every 50 feet apart. Signs have metal stakes which may be difficult to drive into the ground if it is very dry. Please be mindful of areas that may be confusing to walkers and add extra signage.

Registration – Kat Graham, LLS Staff Lead

Shift | 4:00 pm – 7:30 pm

Requirements | Must be at least 18 years old

Responsibilities | Check in walkers with a smile and receive envelopes with donations. Walkers can earn a shirt, and you will distribute a ticket to those walkers who have earned an incentive by turning in money the night of the walk. All others who have earned a shirt pre-walk will already be on the correct lists at the T-Shirt Tent. Every walker is encouraged to pick up a lantern at the lantern tent. Thank walkers for supporting LLS and encourage them to have a great time! Walkers only need to check-in if they are turning in money. Otherwise, they can head straight to the lantern tents, etc.



T-Shirt Tent

Shift | 4:00 pm – 7:30 pm

Requirements | Must be at least 16 years old

Responsibilities | Walkers may have pre-earned a t-shirt before the walk by raising a minimum of \$100, in which case they will be on a printed list at the tent for you to reference. They may reach the \$100 level by turning in funds the night of, in which case they will come to you with a ticket from the Registration Tent. Please give each walker their preferred t-shirt size. Survivor t-shirts are located at the Mission tent. All cancer survivors, regardless of fundraising, may receive a survivor t-shirt.

Only walkers who have raised \$100 may receive an event t-shirt. Because Light The Night is a free event, the t-shirts are a fundraising badge of honor. If someone wants to purchase a shirt, they can make a \$100 donation at the Registration Tent. It is only one per person, NOT cumulative. We order shirts only based on the number of people who raise \$100 or more. If you raised \$500, you do NOT get 5 t-shirts.

Some participants may have a hard time understanding this so if anyone is upset, you can ask for an LLS Staff Member or tell them to come back at the end of the evening and if we have extras, we can give them more.

Lantern Tent

Shift | 4:00 pm – 7:30 pm

Requirements | Must be at least 18 years old

Responsibilities | Up Front: Greet every walker warmly. Ask them which color lantern they would like:

White=Survivor

Red=Supporter

Gold=In Memory of Someone.

Thank walkers for supporting Light the Night and encourage them to have a great time! There is no fundraising minimum for the lanterns. Some people may ask for more than 1 (they walk in memory and in support of someone). This is OK.

If we are running low on a certain color, alert staff and encourage walkers to only take 1 lantern (sometimes we run low on gold depending if there is a big new team walking in memory of someone).

Behind the scenes: Please assemble lanterns upon arrival by inserting sticks and displaying in lattice. Once the Walk begins, you can begin un-assembling the lanterns and placing neatly back into the boxes. Any broken lanterns can go in the garbage otherwise we will reuse them. When walkers return from the walk, they have the chance to recycle their lanterns and will bring them back to the tent. Keep this area as clean as possible and close up full boxes.

Mission Tent - The Leukemia & Lymphoma Society

Shift | 4:00 pm – 7:30 pm

Requirements | Must be at least 18 years old.

Responsibilities | Distribute survivor t-shirts and lanterns. All cancer survivors may receive a t-shirt regardless of fundraising level or diagnosis. Please be prepared to answer questions about LLS, support services we provide and other campaigns involved with LLS.

Food Tent

Shift | 4:00 pm – 7:30 pm

Requirements | Able to stand for several hours and lift up to 25 lbs.

Responsibilities | Organize and replenish food items neatly on tables. Must wear latex gloves. Please encourage walkers to take one item per person. In the past, we have had items like sandwiches/pizza but we have switched to “snacks” and encourage walkers to bring their own food if needed.

VIP Club (for those who raised \$500 or more)

Shift | 4:00 pm – 7:30 pm

Requirements | Must be at least 21 years old

Responsibilities | Check in guests from invitation list. Thank them for their fundraising. Keep this area clean. Any individual who raises \$500 will receive entry into the VIP area. This may not be a whole lot of people but please stick to the list as much as possible. Olive Garden is catering this area and will provide volunteers for handing out food.

Cheer Stations

Shift | 6:00 pm – 8:00 pm

Requirements | Able to stand and cheer!

Responsibilities | Volunteers will be placed strategically throughout the route to cheer on walkers and ensure they stay on the guided path. Copies of the map will be provided on site.



★ LTN/Stadium Entrance

😊 Need Volunteers/Extra Signage

Tear Down

Shift | 7:00 pm – 9:00 pm

Requirements | Able to lift up to 25 lbs repeatedly.

Responsibilities | Throw trash in garbage cans/dumpsters. Remove signage from tents. Neatly collect route markers. Pack up items from various tents. Load trucks. Ensure walk site is spotless before we leave!

Questions?

Please contact Volunteer Development & Marketing Manager, Michelle Mayer, at 312-568-7736 or michelle.mayer@lls.org for more information.
