

## **Volunteer Opportunities and Committee Descriptions**

### **Walk for PKD Committee roles:**

- Food and Beverage
- Day of Event volunteers
- Children's Activities
- Sponsorship
- Day of Event experience

### **Committee role descriptions:**

#### Food and Beverage

- Solicit all in-kind donations for food and beverage.
- Communicate with all donors to set up pick up or delivery of items.
- Assign volunteers to pick up if necessary.  
Assign volunteers for clean-up, returns, and distribution of excess food.
- Submit a list of all in-kind donors/donations to the Walk Ambassador.
- Secure all items needed to facilitate food and beverage distribution. For example; coolers, serving items, paper products, etc.
- Information needed is contact name, company, address, phone, email, item and amount/quantity donated, fair market value of donation. Thank you notes sent to all donors.

#### Day of Event Volunteers

- Work with the Walk Ambassador to determine all day of event volunteer needs.
- Recruit volunteers for all tasks.  
Communicate time commitment and scope of responsibilities. Remind all volunteers 2 weeks out and again the week of the event.
- Deliver or arrange for training for registration volunteers. Greet all volunteers on Walk day and get them prepared for their assignment.
- Thank all day of event volunteers. Report the names of volunteers and number of hours worked to the Walk Ambassador.

### Children's Activities

- Plan and execute all children's activities on Walk day.
- This volunteer will recruit a team to assist them at the Children's booth. This group of volunteers will also help execute the Penny Kids Dash, if applicable.
- They can offer activities such as face painting, tattoos, games, crafts, etc.
- They are responsible for collecting/purchasing all supplies that are needed to do all activities.  
They will then submit for reimbursement to the PKD Foundation.
- They are responsible for getting volunteer hours submitted and thanking the volunteers they recruited.

### Sponsorship

- Use past sponsorship contact list and supporting documentation from the PKD Foundation to solicit past sponsors.
- Prospect and solicit new sponsors.
- Follow up on sponsor solicitations and ensure PKD Foundation has all required information (agreement and logo) from the sponsor to fulfill benefits.
- Thank sponsors post walk.

### Day Of Event Experience

- This volunteer will be responsible for looking beyond the basic infrastructure needed to support an event for things that make the walk day experience eye-catching, fun, and festive. Examples of items that can be incorporated to create a positive experience are music, entertainment, recognition signage, balloons/ribbons/banners, colorful tablecloths, etc.
- They would secure the materials, equipment and people needed to create a festive atmosphere.
- Create a plan to utilize all the secured goods and services.
- Set up and tear down all materials and equipment.
- Communicate with all volunteers and vendors needed to execute the plan.