

# Example Committee Responsibilities

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## **Chair**

Main point of contact for all volunteers. The chair will manage the software administration for the event along with any other duties that are needed to be filled for the event. The chair is also responsible for the budget and reporting of line item expenses.

## **Sponsor/T-Shirt (volunteers needed 2-3)**

Responsible for securing sponsors to supply the t-shirts for all participants. Will also need to work with a t-shirt supplier to come up with a simple design for the shirt. Should be present the night before the Glow Run to organize shirts for each classroom. This could also be done on any volunteers own time as long as they have room to organize the shirts by classroom. This is mainly a commitment that can be completed from home and at monthly meetings.

### Helpful suggestions from successful Glow Run for another school.

- An email was sent to all parents with a sponsor request and within a couple days they had enough sponsors to fund the shirts and some supplies for the gym 100%.
- Don't forget to have a number grid on the back of the t-shirt at the top.
- The shirt size needs to be collected for all children and staff. An easy way would be to send home an order sheet and ask the teachers to help make sure all students give their shirt size.
- You can offer parents the ability to purchase a shirt at a little upcharge for extra income from the Glow Run.

## **Prizes (3-5 volunteers needed)**

Responsible for coming up with a prize structure for the event along with the organization of disbursing prizes if possible. The time commitment for this is quite minimal due to only needing to come up with the prizes and work with the Chair to order the desired prizes. The day of the wrap up assembly will be the one day that this group will need to be available for. Otherwise everything could be handled via remote communication. And the monthly meetings leading up to the event.

### Helpful suggestions from successful Glow Run for another school.

- Email the chief of police and the fire station to see if they would be willing to give a winning child a ride to school on a day that worked for the winning child and the department.
- Offer prizes for parents creating a family page with Pledge Titan, the online donation platform, along with prizes for the highest earning class.
  - Example would be to put every parent into a drawing for a gift card or something like that.

**Marketing (3-5 volunteers needed)**

Responsible for all promotion of the Glow Run. These volunteers should be able to post to your organizations social media profiles or provide content to be posted to these profiles. Should create a short powerpoint presentation for the kickoff event.

**Helpful suggestions from successful Glow Run for another school.**

- Volunteers that would be great for this committee would like to speak in front of an audience of students and staff to promote the event. It does not have to be a fancy presentation.
- Helpful if the person/people are great at getting the kids hyped up and ready to try to raise money to meet their goals and earn prizes.
- Creating flyers to send home to families leading up to the event will be important. If someone wants to help with marketing, but is not comfortable getting up in front of a group could focus on this.

**Donation Collection (3-4 volunteers needed)**

This is a one-day commitment on the day of the actual event. All pledge packets will be due by the day of the Glow Run if you are collecting offline donations. The Chairperson will work with this team to enter all pledges received into Pledge Titan. This team will need to count money received and have a second person then count the money as well. The ideal volunteers for this committee will be good at counting money or great at data entry. Attention to detail is extremely important.

**Decorations (10-15 volunteers needed)**

Requires a few hours the night before the Glow Run and one or two people from this group to order decorations 3 weeks before the event or pick them up from a store. This group gets to

decorate the gym in black lights, balloons, etc. Whatever your group can come up with will be amazing. Seeing the kids' faces when they walk in the gym is so rewarding.

Helpful suggestions from successful Glow Run for another school.

- Use black light reflective tape to mark out the track for the run. Use balloons and anything else that reacts to black light or glows in the dark.
- Make a walking lane, and a running lane.
- Write your school name out in tape
- The more decorations the better, glow glow glow!
- Have each classroom decorate a class flag that the teacher walks around the track with one time with the kids prior to starting their lap time in the gym. Kind of like the Olympics.

**Event Day (5-10 volunteers)**

Requires someone who would be excited about being the MC for the event and work with the DJ for the event to make a music mix. The ideal MC would be great with kids and energetic. This group also needs to have someone responsible for directing any parent volunteers for the day who would like to mark laps on the back of the shirts. This group of people would be the go to for any volunteers the day of the event in addition to the Glow Run Chair. A person in this group should be responsible for creating the electronic volunteer sign up form and making sure spots get filled. A member of this committee could help direct anyone who volunteers to help for the day as to what to do. This allows the person who has decided to be the MC to just worry about directing the kiddos and getting them hyped up.

Helpful suggestions from successful Glow Run for another school.

- Something that worked out really great was having the last 5<sup>th</sup> graders actually work on tear down after they are done running. They really enjoy pulling up the tape and it gets done super quick, alleviating the need to have a group of parents volunteer for cleanup.
- A great MC is vital to making sure that the kids have a great time and are excited to make their laps.
- If the group of kids gets done early directs kids to do things like skipping.
- Have them gather in the center of the gym and do the latest dance moves.