



**PELOTONIA®**

**VOLUNTEER  
HANDBOOK**

## WELCOME

The Pelotonia team would like to thank all of you for generously donating your time, talents and energy to make Pelotonia an amazing experience. We could not host The Ride without the help of over 3,000 Volunteers, and we are so grateful for your support. You are part of the Greatest Team Ever. Fifteen Years, One Goal!

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## IMPORTANT DATES

- Friday, July 28<sup>th</sup> at Midnight: Volunteer Registration & Changes CLOSED on website
- August 4<sup>th</sup>: Pelotonia Opening Ceremony
- August 5<sup>th</sup>- 6<sup>th</sup>: Pelotonia Ride Weekend
- September 30<sup>th</sup>: Pelotonia Gravel Day
- October 15<sup>th</sup>: Fundraising Deadline

## LEAD VOLUNTEER CONTACTS AND SITE LOCATIONS

<b>McFerson Commons - Opening Ceremony</b> 240 W. Nationwide Blvd. Columbus, OH 43215 <u>Driving Directions</u>			
<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Shirley Jordan	Bike & Luggage Management	<a href="mailto:shirleyajor@aol.com">shirleyajor@aol.com</a>	614-560-6629
Lynne Smith	Catering/Food & Beverage	<a href="mailto:lecsmith89@gmail.com">lecsmith89@gmail.com</a>	614-266-0248
Suzanne Knott	Entry Gates	<a href="mailto:Knott.17@osu.edu">Knott.17@osu.edu</a>	614-582-4082
Darol Davis	Expo	<a href="mailto:jdarol@gmail.com">jdarol@gmail.com</a>	330-608-6635
Bethany Skaff	General	<a href="mailto:Bethany0809@gmail.com">Bethany0809@gmail.com</a>	724-747-5762
Monda & Bill DeWeese	Info & Questions	<a href="mailto:Deweese.monda@gmail.com">Deweese.monda@gmail.com</a>	740-591-4603
Val Gonzalez Charles Kendrick	Rider Check-In	<a href="mailto:val.gonzalez@nationwide.com">val.gonzalez@nationwide.com</a> <a href="mailto:kendric@nationwide.com">kendric@nationwide.com</a>	614-439-7480 614-815-8059
Amber Brandt	Rider Gift Distribution	<a href="mailto:ABrandt@mast.com">ABrandt@mast.com</a>	<a href="tel:740-405-5613">740-405-5613</a>
Suzanne Knott	Site Beautification & Tear Down	<a href="mailto:Knott.17@osu.edu">Knott.17@osu.edu</a>	614-582-4082
Rob McKay	Volunteer Check-In	<a href="mailto:Rmckay110@yahoo.com">Rmckay110@yahoo.com</a>	630-267-7792
Sarah Buckley	Wine and Beer	<a href="mailto:Sarahebuckley@gmail.com">Sarahebuckley@gmail.com</a>	614-266-4489
<b>McFerson Commons – Saturday Start</b> 240 W. Nationwide Blvd. Columbus, OH 43215			
<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Shirley Jordan	Bike & Luggage Management	<a href="mailto:shirleyajor@aol.com">shirleyajor@aol.com</a>	614-560-6629
Suzanne Knott	Entry Gates & Staging	<a href="mailto:Knott.17@osu.edu">Knott.17@osu.edu</a>	614-582-4082
Bethany Skaff	General	<a href="mailto:Bethany0809@gmail.com">Bethany0809@gmail.com</a>	724-747-5762

Monda & Bill DeWeese	Info & Questions	<a href="mailto:Deweese.monda@gmail.com">Deweese.monda@gmail.com</a>	740-591-4603
Val Gonzalez Charles Kendrick	Late Rider Check-In	<a href="mailto:val.gonzalez@nationwide.com">val.gonzalez@nationwide.com</a> <a href="mailto:kendric@nationwide.com">kendric@nationwide.com</a>	614-439-7480 614-815-8059
Rob McKay	Volunteer Check-In	<a href="mailto:Rmckay110@yahoo.com">Rmckay110@yahoo.com</a>	630-267-7792

<b>Pickerington North High School</b> <b>77-Mile Start &amp; 24-Mile Finish</b> 7800 Refugee Rd, Pickerington, OH 43147 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Liz Stine	General	<a href="mailto:Stine.eliz@gmail.com">Stine.eliz@gmail.com</a>	954-821-3078
Elaine Boyd	Late-Rider Check In	<a href="mailto:eboyd@pelotonia.org">eboyd@pelotonia.org</a>	614-260-1379
Shelli Johnson	Volunteer Check-In & Medal Distribution	<a href="mailto:sjohnson612@gmail.com">sjohnson612@gmail.com</a>	614-270-1707
Ellen Zimmer	Bike/Luggage Management	<a href="mailto:emzimmr@outlook.com">emzimmr@outlook.com</a>	614-580-2010
Stephanie Crites	Spectator Experience	<a href="mailto:scrites112@yahoo.com">scrites112@yahoo.com</a>	740-507-5180

<b>New Albany Middle School</b> <b>50-Mile Finish (Saturday)</b> <b>37-Mile Start &amp; Finish/83-Mile Finish (Sunday)</b> 177 N High St, New Albany, OH 43054 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Darol Davis Michelle Gastin	Bike/Luggage Management Towel Distribution	<a href="mailto:jdarol@gmail.com">jdarol@gmail.com</a> <a href="mailto:michelle.l.gastin@chase.com">michelle.l.gastin@chase.com</a>	330-608-6635 740-507-0104
Sarah Buckley	General	<a href="mailto:sarahebuckley@gmail.com">sarahebuckley@gmail.com</a>	614-266-4489
Val Gonzalez	Late Rider Check In (Sunday)	<a href="mailto:val.gonzalez@nationwide.com">val.gonzalez@nationwide.com</a>	614-439-7480
Anna Schneider Marcie Matlock	Recovery Zone (Sunday)	<a href="mailto:annavogeldc@gmail.com">annavogeldc@gmail.com</a> <a href="mailto:mahanawellnesscenter@gmail.com">mahanawellnesscenter@gmail.com</a>	614-570-0310 614-353-6906
Meredith Miles	Spectator Experience	<a href="mailto:milesm8@gmail.com">milesm8@gmail.com</a>	330-565-6681
Jeff Mead	Volunteer Check-In & Medal Distribution	<a href="mailto:jeff.mead07@gmail.com">jeff.mead07@gmail.com</a>	614-989-1446

<b>Kenyon College</b> <b>77 &amp; 101-Mile Finish (Saturday)</b> <b>83-Mile Start (Sunday)</b> 221 Duff Street, Gambier, OH 43022 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Kathy Domer	Bike Trucks	<a href="mailto:kathy.domer@gmail.com">kathy.domer@gmail.com</a>	614-284-9141
Mindy Roggow	Dorm Management	<a href="mailto:mkrrubyslippers@gmail.com">mkrrubyslippers@gmail.com</a>	614-226-5120
Sam Bantner Bryan Brush	Spectator Experience Food & Beverage	<a href="mailto:sam.bantner@me.com">sam.bantner@me.com</a> <a href="mailto:bryanmbrush@me.com">bryanmbrush@me.com</a>	614-578-3873 937-416-6550
Elizabeth Howard	General & Medal Distribution	<a href="mailto:elizabeth.howard@otpn.net">elizabeth.howard@otpn.net</a>	614-607-1276
Bob Milnikel	Overnight Bike & Luggage Management	<a href="mailto:Milnikelr@kenyon.edu">Milnikelr@kenyon.edu</a>	567-246-9262

Kayla Arnold	Parking & Volunteer Check-In	<a href="mailto:arnoldk@kenyon.edu">arnoldk@kenyon.edu</a>	330-201-7189
Anna Schneider Marcie Matlock	Recovery Zone (Saturday)	<a href="mailto:annavogeldc@gmail.com">annavogeldc@gmail.com</a> <a href="mailto:mahanawellnesscenter@gmail.com">mahanawellnesscenter@gmail.com</a>	614-570-0310 614-353-6906
Lisa Sinclair	Rider Check-In	<a href="mailto:sinclairl@hotmail.com">sinclairl@hotmail.com</a>	614-519-3086

### **Cruiser Park – Rest Stop**

4677 Bixby Rd, Groveport, OH 43125

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Kayla Allen	General Site Lead	<a href="mailto:ksallen@vorys.com">ksallen@vorys.com</a>	614-203-3461

### **Pickerington North High School – Rest Stop**

7800 Refugee Rd, Pickerington, OH 43147

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Howard McKean	General Site Lead	<a href="mailto:Howard.McKean@huntington.com">Howard.McKean@huntington.com</a>	614-361-7060
Gregg Everett	General Site Lead	<a href="mailto:gregg.everett@huntington.com">gregg.everett@huntington.com</a>	614-561-7213

### **Licking Heights Middle School – Rest Stop**

4000 Mink St SW, Pataskala, OH 43062

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Amanda Castle	General Site Lead	<a href="mailto:Castle_phoenix07@yahoo.com">Castle_phoenix07@yahoo.com</a>	614-937-8485
Adrian Landers	General Site Lead	<a href="mailto:landera2@nationwide.com">landera2@nationwide.com</a>	614-531-0682

### **Granville Elementary School – Rest Stop**

310 N Granger St, Granville, OH 43023

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Jason Guyer	General Site Lead	<a href="mailto:jguyer72@gmail.com">jguyer72@gmail.com</a>	614-623-8822
Cindy McGinnis	General Site Lead	<a href="mailto:cindy1890.1@gmail.com">cindy1890.1@gmail.com</a>	740-755-0452

### **Licking Valley Elementary School – Rest Stop**

1510 Licking Valley Rd NE, Newark OH 43055

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Melissa Dutton	General Site Lead	<a href="mailto:Melissa.Dutton@huntington.com">Melissa.Dutton@huntington.com</a>	419-618-3250

### **Bladensburg Community Center – Rest Stop**

25821 New Guilford Rd, Bladensburg, OH 43005

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Jaci & Ray Brewer	General Site Leads	<a href="mailto:jrb_designs@yahoo.com">jrb_designs@yahoo.com</a>	740-398-7197



<b>FC Bank, Fredericktown - Rest Stop</b> 250 W Sandusky St, Fredericktown, OH 43019 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Jaci & Ray Brewer	General Site Leads	<a href="mailto:jrb_designs@yahoo.com">jrb_designs@yahoo.com</a>	740-398-7197

<b>Highland High School - Rest Stop</b> 1300 OH-314, Sparta, OH 43334 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Melissa Dutton	General Site Lead	<a href="mailto:Melissa.Dutton@huntington.com">Melissa.Dutton@huntington.com</a>	419-618-3250

<b>Brown Township Hall, Kilbourne – Rest Stop</b> 5555 State Rte 521, Kilbourne, OH 43032 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Haley Bateson	General Site Lead	<a href="mailto:haleybateson@gmail.com">haleybateson@gmail.com</a>	740-409-4245

<b>Big Walnut Elementary, Sunbury – Rest Stop</b> 940 S Old 3C Rd, Sunbury, OH 43074 <u>Driving Directions</u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Amanda Castle	General Site Lead	<a href="mailto:Castle_phoenix07@yahoo.com">Castle_phoenix07@yahoo.com</a>	614-937-8485
Adrian Landers	General Site Lead	<a href="mailto:landera2@nationwide.com">landera2@nationwide.com</a>	614-531-0682

Overall Leads			
Lead Volunteer	Volunteer Activity	Email	Phone
Kendra McCamey	Medical Lead	<a href="mailto:Kendra.McCamey@osumc.edu">Kendra.McCamey@osumc.edu</a>	614-771-8553
Matt Briggs	Assistant Medical Lead	<a href="mailto:Matt.Briggs@osumc.edu">Matt.Briggs@osumc.edu</a>	402-212-8358
Nicole Kornder	Assistant Medical Lead	<a href="mailto:Nicole.kornder@osumc.edu">Nicole.kornder@osumc.edu</a>	614-373-5693
Kelly Henschen	Assistant Medical Lead	<a href="mailto:Kelly.Henschen@osumc.edu">Kelly.Henschen@osumc.edu</a>	440-223-8103
David Garrity	Mechanical	<a href="mailto:garritydt@gmail.com">garritydt@gmail.com</a>	614-595-6815
Matthew Rausenberg	SAG Coordinator/ARES	<a href="mailto:MRausenberg.SAG@gmail.com">MRausenberg.SAG@gmail.com</a>	614-989-8451
Rachel Scott	Car Pick Up & Return	<a href="mailto:realtorras@gmail.com">realtorras@gmail.com</a>	740-915-3434
Scott McCrory	Motorcycle Support	<a href="mailto:scott@mccrory.us">scott@mccrory.us</a>	614-570-3353
Ashley Ellashek	Merchandise	<a href="mailto:aellashek@pelotonia.org">aellashek@pelotonia.org</a>	419-571-2865
Colleen O'Shea	Photography	<a href="mailto:coshea2@gmail.com">coshea2@gmail.com</a>	614-535-5266

# VOLUNTEER GUIDELINES AND RIDE WEEKEND INFORMATION

## Volunteer Responsibility Code

Pelotonia relies on a dedicated team of Volunteers who generously donate their time and energy to the event. If you are unable to stay for your entire shift (even after the Riders depart), you may unfairly burden your fellow Volunteers as well as the Riders. Please let your Lead Volunteer know as soon as possible if you cannot fulfill your entire shift.

## Check-In

We ask that Volunteers check in at their assigned location at least 15 minutes before the start of their shift. At each location, please look for the Volunteer Check-In area where you will be able to pick up your T-shirt and receive further direction. Please note at Opening Ceremony and all start & finish venues, there will be a dedicated Volunteer Check-In tent, while at all rest stops, you should locate your Lead Volunteer (wearing a blue Pelotonia shirt) to check in.

## Clean-Up

Pelotonia is very fortunate to have generous partners who have allowed us to use their properties throughout Ride Weekend. At the end of your shift, we ask that Volunteers make sure that these properties are left in as good of a condition as when Pelotonia arrived. If you are working the last or only shift at a Pelotonia location, please make sure the venue is cleaned up and left in proper order before leaving.

## Emergencies

If you encounter a serious medical emergency, please call 911 immediately. In emergency situations that do not involve grave danger to someone's health, please advise your Lead Volunteer and/or the Lead First Aid Volunteer at your location immediately. If you cannot locate a Lead Volunteer quickly, please call 1-855-889-7433 to be connected with the Pelotonia Command Center.

## First Aid

There will be First Aid Volunteers at every Pelotonia location. Please contact the First Aid Volunteers immediately if any medical issues arise, no matter how minor.

## Free Time?

Please be flexible if you are experiencing downtime within your volunteer activity. Even if your position is not labor intensive or experiencing a heavy flow of traffic, please do not leave your post without communicating with your Lead Volunteer. We encourage you to take initiative. If your task is complete, your Lead may find something else for you to do or reassign you to an area that needs more assistance. Don't be afraid to seize an opportunity. Often the biggest job at any site is clean-up, and it is always helpful to get a head start on this task to help out your fellow Volunteers.

## Fundraising

Fundraising is not required for Pelotonia Volunteers, but consider this... If every Volunteer raised only \$100, we could donate another \$300,000 toward life-saving cancer research at The Ohio State University Comprehensive Cancer Center – James Cancer Hospital. Volunteers can create profiles and use all of the same fundraising tools that Riders use to meet their fundraising commitments. The money you raise will go directly to funding cancer research!

## Lead Volunteers

Prior to Ride Weekend, you can find out who your Lead Volunteer is by referencing the above contact information. Each Lead will be wearing a blue t-shirt on-site during Ride Weekend. Please look for your Lead Volunteer at your designated location upon arrival. Many Lead Volunteers will start their shifts by providing a short orientation for their Volunteer teams. Please be sure to alert your Lead Volunteer if you have any physical limitations. Some Lead Volunteers may choose to assign specific responsibilities to their team members, while others will keep team responsibilities more general. Please recognize that if you arrive late for your shift, your Lead Volunteer may not have time to provide you with a proper orientation. If this is the case, please do your best to pitch in and ask questions of fellow Volunteers. If you are unsure of what you should be doing and cannot locate your Lead Volunteer, please return to the Volunteer Check-In area for assistance.

## Lost and Found

Please deliver any lost and found items to the First Aid tent at your site. After Pelotonia, any unclaimed items will be returned to the Pelotonia office located at 450 W. Broad St., Columbus, Ohio 43215.

## Meals

It is **STRONGLY** recommended that all Volunteers eat before arriving for their shifts. While some food will be provided at each site, all Volunteers are still welcome, and encouraged, to bring snacks or a small cooler if you would like. If you are working at a Rest Stop, snacks (not a full meal) will be provided. If you are working during the time catered food is provided to Riders at a lunch stop or a start/finish venue, you will be able to go through these food and beverage tents. However, at times, leaving your post may be difficult depending upon the nature of your responsibilities and the needs of the Riders. In any event, please ask your Lead Volunteer for a break before leaving your post.

## Parking

There will be parking for Volunteers at each Pelotonia location and specific details about that location will be shared by Pelotonia and your Lead Volunteer in the week leading up to Ride Weekend. Volunteers working at McFerson Commons must display a pass to gain access to Arena District garages. These passes will be emailed to all Volunteers leading up to the event. Please be sure to bring this pass with you to your shift to prevent entry delays and parking charges.

## T-Shirts

Each Volunteer will receive **one** green t-shirt to wear during their shift(s) throughout Ride Weekend. Keep in mind that there is limited privacy at each location for changing. Please plan on wearing a t-shirt or tank top that your Volunteer shirt can easily fit over or use the portable toilets available at each site to change.

After all of the Volunteers at a location have checked in, if there are any extra t-shirts left at the Volunteer Check-In area, please box them up. The extra t-shirts can be moved to the Volunteer Check-In area at the next location along the route. Pelotonia is unable to accept any walk-up Volunteers who have not registered online or acknowledged the 2023 waiver form. Only registered Volunteers will receive a t-shirt.

## VOLUNTEER JOB DESCRIPTIONS

**ARES:** Coordinates communication with the Pelotonia Command Center at various locations along the route. Please note, you must hold a valid Amateur Radio Operator License and be permitted to operate on the 2m and 70cm bands. You will also need to supply your own radio equipment and have the ability to operate on at least 2m bands (mobile radios with at least 35 watts are recommended).

**Bike Management:** Handles organization, storage and shipment of bikes at Opening Ceremony and various start and finish locations along the route. Please note, this activity may involve heavy lifting. Volunteers choosing to work Bike Management throughout the weekend may experience periods of downtime between truck arrivals and are welcome to bring a book or other activity.

**Bike Rack Set-Up:** Handles the set-up and organization of bike racks at Opening Ceremony. Please note that this activity may involve heavy lifting.

**Car Pick Up and Decal Application:** Prepares the SAG (Support & Gear) vehicles for Ride Weekend which provide mechanical and medical support to Riders along the route. This activity involves picking up rental vehicles from our partner/vendor and driving them to Funtrail Vehicle Accessories where you will assist with mounting bike racks and loading supplies. Please note, this activity may involve heavy lifting and standing for long periods of time and requires that you provide drivers' license information to Pelotonia staff.

**Car Return:** This activity involves removing bike racks from the SAG (Support & Gear) vehicles, unloading supplies, and returning vehicles to our partner/vendor. Please note, this activity may involve heavy lifting and standing for long periods of time and requires that you provide drivers' license information to Pelotonia staff.

**Catering Assistance:** Assists with the setup of catering services at the Opening Ceremony. Please note, this activity may require heavy lifting and standing for long periods of time.

**Dorm Management:** Coordinates distribution of dorm room assignments and generally assists Riders who are staying in dorm rooms at Kenyon College.

**Entry Gates:** Manages the entry points to Opening Ceremony, staging areas at Start Venues, as well as Finish Line Celebrations. Please note, this activity may require long periods of standing.

**Expo Coordination:** Manages set-up of expo area prior to event, activities of expo vendors during Opening Ceremony, and clean up after festivities. This activity will require Volunteers to be on their feet and may require heavy lifting.

**First Aid:** Provides Riders, Volunteers, spectators and other participants with first aid assistance at venue sites and along the route. Please note, all volunteers in this role should have BLS training and/or a medical background.

**First Aid Support Vehicles:** Drives Pelotonia SAG (Support & Gear) vehicles along the route to troubleshoot and assist Riders as necessary. Please note, all volunteers in this role should be licensed physicians, paramedics, EMTs, athletic trainers, physician assistants, nurses and/or have experience with mass coverage events and will be required to provide drivers' license information to Pelotonia staff. Also, please be aware that the activity requires an all-day commitment and may start before and extend beyond the listed beginning and ending times.



**Food and Beverage:** Assists with serving food and beverages to Riders and guests at various venue sites and makes sure all areas are clean and free of debris. Please note, this activity may involve heavy lifting and standing for long periods of time.

**General:** Performs a variety of tasks and supplements Volunteer teams as necessary. General Volunteers should be prepared to complete a wide variety of tasks, including but not limited to serving food and beverages to Riders and guests, maintaining clean venues, emptying trash receptacles, and restocking beverages, ice, etc. Please note, this activity may involve heavy lifting and standing for long periods of time.

**Info & Questions:** Responds to inquiries from Riders and guests at Opening Ceremony and the McFerson Commons start. Volunteers in these roles would be located at the Info & Questions tent at their respective venue.

**Kenyon Truck:** A pre-event activity that involves assisting in the setup of the Kenyon College venue. Please note, this activity may involve heavy lifting.

**Luggage Management:** Coordinates organization, storage, shipment and delivery of Riders' luggage. Please note, this activity may involve heavy lifting.

**Mechanical:** Provides mechanical assistance to Riders at various locations and/or along the route. Please note, all mechanical volunteers must be able to change a tire, pump a tire, and perform minor drive train adjustments. All mechanical volunteers must also bring their own tools including a floor pump, wrenches, tire levels, hex/allen wrenches, and screwdrivers.

**Merchandise Sales:** Manages the sales of Pelotonia merchandise at various locations. Please note this activity requires standing for long periods of time.

**Medal Distribution:** Manages giving out medals to all Riders after they cross the finish line, including assisting with the set-up, unpacking medals and maintaining a clean area.

**Overnight Bike/Luggage Management:** Handles organization & storage of bikes and luggage at Kenyon College for overnight Riders. Please note, this activity may involve heavy lifting.

**Overnight Rider Check-In:** Assists with checking Riders into dorm rooms at Kenyon College.

**Parking:** Manages parking lots and assists with direction of spectators arriving at venue sites. Please note, this activity may involve standing for long periods of time.

**Photography:** Takes high-quality photographs and shoots video during Ride Weekend at various locations, and uploads to Pelotonia's Flickr page within 4 days following Ride Weekend. Please note, this activity is specifically for experienced photographers who are able to provide their own camera and necessary equipment. High-quality cell phone photos are acceptable, from iPhone 10 or later, or a Samsung, LG or Google Pixel released after January 1, 2018.

**Recovery Zone:** Manual therapy professionals provide short (10-15min) massages and/or soft tissue treatment to Riders at designated finishes. Volunteers will also oversee Recovery Zone and assist Riders in stretching, using foam rollers and massage sticks, etc. Please note, this activity is only open to licensed massage

therapists, physical therapists and chiropractors. Volunteers will need to provide their professional credentials prior to signing up for a shift. Volunteers will need to provide their own treatment tables and supplies for their shift.

**Rider Check-In:** Coordinates the Rider check-in process and credential distribution at various locations.

**Rider Gift Distribution:** Assists with distributing gifts to Riders at Opening Ceremony.

**Rider Gift Packing – Phase 1:** A pre-event activity that involves the assembly of a portion of the Rider and Volunteer gifts at Pelotonia’s warehouse. Please note, this activity requires the ability to stand and walk for long periods of time.

**Rider Gift Packing – Phase 2:** A pre-event activity that involves unloading boxes from supply trucks and organization of supplies for the assembly of the Rider gift. Please note, this activity requires heavy lifting and standing for long periods of time.

**Rider Gift Packing – Phase 3:** A pre-event activity that involves the assembly of the Rider gift. Please note, this activity requires the ability to stand for long periods of time.

**Site Beautification & Tear Down:** Assists with tear down and clean up at the end of Opening Ceremony. Please note, this activity may involve heaving lifting.

**Staging:** Coordinates the organization of Riders at Start locations to ensure that every Rider starts safely and within their assigned time frame. Please note, this activity requires standing for long periods of time.

**Spectator Experience:** Ensures all spectators have a happy and fulfilling experience while waiting for their Rider by keeping the spectator experience area clean and well stocked with cold drinks and snacks and handing out drinks, snacks, cowbells, and sunscreen to spectators at finish line venues.

**Sustainability:** Assists with the setup of compost, recycling, and landfill receptables and signage, and manages waste stations to ensure Riders and Spectators appropriately dispose of items.

**Volunteer Check-In:** Handles the check-in and dispatch process of Volunteers at various locations.

**Wine & Beer Tents:** Manages the proper checking of IDs and distribution of alcoholic beverages to participants at various locations. Please note, this activity requires volunteers to be at least 21 years old and standing for long periods of time.

# WEBSITE AND COMMUNICATIONS

## **Don't remember what Volunteer Activity you registered for?**

You can access your Volunteer profile and information at any time by following the instructions below:

1. Visit [www.pelotonia.org](http://www.pelotonia.org)
2. Select "Login" from the upper right-hand corner of the site.
3. Login using your email address and the password you created when you registered.
4. Once logged in, scroll down on your profile to the "My Volunteering" box which is located on the right-hand side of the screen.
5. Any shift for which you have registered will be listed in the "My Volunteering" box.

## **Communication**

You will receive a couple of communications throughout the summer (depending on when you complete your volunteer registration) from your Lead Volunteer. Closer to Ride Weekend, you'll receive specifics from them regarding the site at which you have registered to volunteer, with information about arrival, parking, etc. Additionally, site guidelines, which also include specifics about the site for which you are registered, will be sent from Pelotonia and can be downloaded from the volunteer webpage.

## **Questions**

If you have any questions before Ride Weekend begins, please contact your Lead Volunteer first, then Pelotonia staff as needed (Event & Volunteer Coordinator Elaine Boyd at [eboyd@pelotonia.org](mailto:eboyd@pelotonia.org) or 614-260-1379). If at any time you have a question during your shift, please contact your Lead Volunteer. If you cannot locate your Lead Volunteer, please go to the Volunteer Check-In area and someone will assist you.

## FREQUENTLY ASKED QUESTIONS FROM VOLUNTEERS

### **Do volunteers have a minimum fundraising commitment?**

There is no fundraising requirement for Volunteers but fundraising is certainly encouraged! Just think, if every Volunteer raises \$100, we can donate another \$300,000 toward innovative cancer research. Volunteers can create a profile, share stories, and use all of the same fundraising tools as Riders on Pelotonia.org.

### **Where and when can I volunteer?**

Pelotonia needs Volunteers throughout Ride Weekend, as well as pre- and post-event, to make everything happen! For more detailed locations, activities and shifts, check out the Volunteer Registration page at Pelotonia.org or the Volunteer Activities descriptions included in this handbook.

### **How do I confirm what volunteer activity I signed up for?**

To review volunteer activities for which you are registered, select “Login” from the upper right-hand corner of Pelotonia.org. Once logged in, scroll down on your profile to the “My Volunteering” box which is located on the right-hand side of the screen.

### **How do I switch or delete my volunteer activity?**

Visit Pelotonia.org and click the “Login” button in the top right-hand corner. Once logged in, scroll down on your profile to the “My Volunteering” box which is located on the right-hand side of the screen. In this box, you should see an “Edit” option in the upper right-hand corner of the “My Volunteering” box and can click there to view additional or alternative Volunteer activities and shifts still available.

### **Why won't the site let me register as a Volunteer if I am already registered as a Rider?**

On Pelotonia.org, you are now able to register as both a Rider and Volunteer using the same email! To add a Volunteer registration to your existing Rider or Challenger registration, from your profile page, click the Pelotonia logo in the upper left-hand corner of the screen, then choose the “Register” button in the center of the screen. This will give you the option to add additional registrations to your existing account.

### **What is the minimum age to volunteer?**

You must be at least 14 years old to be a Volunteer. To register as a minor Volunteer, please visit the website and start a Volunteer registration. Once the birthdate is entered, this will trigger a minor Volunteer registration if needed. Please note that minor Volunteers must select an activity for which they are able to provide the Public ID of an accompanying adult registered for the same activity.

### **Can my children accompany me while I volunteer?**

All Volunteers must be registered and the minimum age for Volunteers is 14 years old. Due to liability reasons, please refrain from bringing small children with you during your volunteer activity. If you would like to have your family join you at a start, rest stop or finish line, we encourage them to come and cheer on Riders. Please arrange for another adult to monitor your children during your shift so that you are able to focus on your volunteer responsibilities.

### **What should I wear when volunteering?**

All Pelotonia Volunteers will receive a T-shirt upon arrival at their first shift. Please note that if you plan to volunteer for more than one activity or shift you will receive only one T-shirt. In addition to the supplied T-shirt, we suggest wearing lightweight fabrics, comfortable shoes, and sunscreen. Please keep in mind that all activities are outdoors, and Volunteers will likely be on their feet for a majority of their selected shift(s).

**What should I bring when volunteering?**

Volunteers are welcome to bring sunscreen, water bottles, and/or a small cooler or snacks, especially if you have any special dietary requirements.

**How will I receive further details regarding my volunteer shift(s)?**

Your Lead Volunteer for the volunteer activity you selected will contact you with information prior to Ride Weekend. The earlier you register, the more often you are likely to hear from your Lead Volunteer. If you haven't heard from them by late July or if you have a specific question, please feel free to contact them directly. You will be able to find your Lead Volunteer's contact information in the listing above.

**What is required of a Photography Volunteer?**

Photography Volunteers should be experienced photographers who are able to provide their own camera and necessary equipment. High-quality cell phone photos are acceptable, from iPhone 10 or later, or a Samsung, LG or Google Pixel released after January 1, 2018. Pelotonia asks all Volunteers to upload photos taken to Pelotonia's Flickr page within 4 days following Ride Weekend.

## ADDITIONAL RESOURCES

### Event Handbook

Our event handbook is always available on Pelotonia.org and has answers to a lot of the questions you may get asked by Volunteers, Riders, and spectators. The 2023 Event Handbook is coming soon and will be available on Pelotonia.org!

### Command Center

During Ride Weekend, the command center is manned at all times. If you need assistance for any reason during the Ride and cannot find your Lead Volunteer, please call **1-855-889-RIDE (7433)**.