



**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 all of your support. You are part of the Greatest Team Ever. Together Unstoppable.

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## IMPORTANT DATES

- Friday, July 30<sup>th</sup> at Midnight: Volunteer Registration & Changes CLOSED on website
- August 6<sup>th</sup>-8<sup>th</sup>: Pelotonia Ride Weekend
- October 31<sup>st</sup>: Fundraising Deadline

## LEAD VOLUNTEER CONTACTS & LOCATIONS

<b>McFerson Commons</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>
Monda DeWeese	Info & Questions	<a href="mailto:Deweese.monda@gmail.com">Deweese.monda@gmail.com</a>	740-591-4603
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
Rob McKay	Volunteer Check-In & Cleaning Agents	<a href="mailto:Rmckay110@yahoo.com">Rmckay110@yahoo.com</a>	630-267-7792
Bethany Skaff	General	<a href="mailto:Bethany0809@gmail.com">Bethany0809@gmail.com</a>	724-747-5762

<b>Columbus Commons</b> 160 S High St. Columbus, OH 43215 <u>Driving Directions</u>			
<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Val Gonazalez	Site Lead	<a href="mailto:Val.gonzalez@nationwide.com">Val.gonzalez@nationwide.com</a>	614-439-7480
Charles Kendrick	Site Lead	<a href="mailto:KENDRIC@nationwide.com">KENDRIC@nationwide.com</a>	614-815-8059

**New Albany Intermediate School**

177 N High St, New Albany, OH 43054

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Sam Bantner	Site Lead	<a href="mailto:Sam.bantner@me.com">Sam.bantner@me.com</a>	614-578-3873
Bryan Brush	Site Lead	<a href="mailto:bryanmbrush@me.com">bryanmbrush@me.com</a>	937-416-6550
Ellen Zimmer	Bike & Luggage Management	<a href="mailto:EZimmer@mast.com">EZimmer@mast.com</a>	614-580-2010

**Bevelhymer Park**

7860 Bevelhymer Road, New Albany, OH 43054

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Darol Davis	Site Lead	<a href="mailto:jdarol@gmail.com">jdarol@gmail.com</a>	330-608-6635
Michelle Gastin	Bike/Luggage Management	<a href="mailto:michelle.l.gastin@chase.com">michelle.l.gastin@chase.com</a>	740-507-0104
Meredith Miles	Gift Distro & Cleaning Agents	<a href="mailto:milesm8@gmail.com">milesm8@gmail.com</a>	330-565-6681
Liz Stine	General	<a href="mailto:Stine.eliz@gmail.com">Stine.eliz@gmail.com</a>	954-821-3078

**Tech Center Drive – Rest Stop**

800 Tech Center Drive, Columbus, OH 43230

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Jana Nix	Site Lead	<a href="mailto:Jana.Nix@huntington.com">Jana.Nix@huntington.com</a>	614-519-9852
Melissa Dutton	Site Lead	<a href="mailto:Melissa.Dutton@huntington.com">Melissa.Dutton@huntington.com</a>	419-618-3250
Howard McKean	Site Lead	<a href="mailto:Howard.McKean@huntington.com">Howard.McKean@huntington.com</a>	614-361-7060
Gregg Everett	Site Lead	<a href="mailto:gregg.everett@huntington.com">gregg.everett@huntington.com</a>	614-561-7213

**Lower.com HQ – Rest Stop**

8131 Smith's Mill Rd, New Albany, OH 43054

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Graydon Spanner	Site Lead	<a href="mailto:graydonspanner@gmail.com">graydonspanner@gmail.com</a>	614-582-9974

**Granville Intermediate School – Rest Stop**

2025 Burg St, Granville, OH 43023

Driving Directions

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

**South End Park – Rest Stop**

Corner of Rt. 13 and Blacksnake Road, Utica, OH 43080

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Sarah Buckley	Site Lead	Sarahbuckley@gmail.com	313-779-2685

### Bladensburg Community Center

25821 New Guilford Rd, Bladensburg, OH 43005

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Lisa Sinclair	Site Lead	<a href="mailto:sinclairl@hotmail.com">sinclairl@hotmail.com</a>	614-519-3086

### Kokosing Gap Trail

East Branch Jelloway Creek, Danville, OH 43014

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Lauren Graham	Site Lead	<a href="mailto:lgraham@pelotonia.org">lgraham@pelotonia.org</a>	937-308-0515

### Hartford Square

2 High St, Hartford, OH 43013

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Haley Bateson	Site Lead	<a href="mailto:haleybateson@gmail.com">haleybateson@gmail.com</a>	740-409-4245

### Highland High School

1300 OH-314, Marengo, OH 43334

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Emily Smith (Saturday)	Site Lead	<a href="mailto:missemsfja@gmail.com">missemsfja@gmail.com</a>	513-313-7324
Krista Heisler (Sunday)	Site Lead	<a href="mailto:heisler.krista@yahoo.com">heisler.krista@yahoo.com</a>	330-472-1670

### Fredericktown High School

111 Stadium Dr, Fredericktown, OH 43019

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Jaci & Ray Brewer	Site Leads	<a href="mailto:jrb_designs@yahoo.com">jrb_designs@yahoo.com</a>	740-398-7198

### Kenyon College –

221 Duff Street, Gambier, OH 43022

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Bob Milnikel	Luggage Management & Entry Gates	<a href="mailto:Milnikelr@kenyon.edu">Milnikelr@kenyon.edu</a>	567-246-9262
Kayla Arnold	Parking, Volunteer Check-In, Cleaning Agents & Gift Distro	<a href="mailto:arnoldk@kenyon.edu">arnoldk@kenyon.edu</a>	330-201-7189

Kathy Domer	Bike Trucks	<a href="mailto:kathy.domer@gmail.com">kathy.domer@gmail.com</a>	614-284-9141
Elizabeth Howard	General	<a href="mailto:elizabeth.howard@otpnet.com">elizabeth.howard@otpnet.com</a>	614-607-1276

### Homer Public Library – Rest Stop

385 South St, Homer, OH 43027

[Driving Directions](#)

Lead Volunteer	Volunteer Activity	Email	Phone
Jaci & Ray Brewer	Site Leads	<a href="mailto:jrb_designs@yahoo.com">jrb_designs@yahoo.com</a>	740-398-7198

### Overall Leads

Lead Volunteer	Volunteer Activity	Email	Phone
Matt Briggs	Assistant Medical Lead	<a href="mailto:Matt.Briggs@osumc.edu">Matt.Briggs@osumc.edu</a>	402-212-8358
David Garrity	Mechanical	<a href="mailto:garritydt@gmail.com">garritydt@gmail.com</a>	614-595-6815
Kendra McCamey	Medical	<a href="mailto:Kendra.McCamey@osumc.edu">Kendra.McCamey@osumc.edu</a>	614-771-8553
Matthew Rausenberg	SAG Coordinator/ARES	<a href="mailto:MRausenberg.SAG@gmail.com">MRausenberg.SAG@gmail.com</a>	614-989-8451
Nicole Kornder	Assistant Medical Lead	<a href="mailto:Nicole.kornder@osumc.edu">Nicole.kornder@osumc.edu</a>	614-373-5693
Sarah Wandtke	Photography	<a href="mailto:Wandtke.6@osu.edu">Wandtke.6@osu.edu</a>	513-316-0310
Ashley Ellashek	Merchandise	<a href="mailto:aellashek@pelotonia.org">aellashek@pelotonia.org</a>	419-571-2865
Kelly Henschen	Assistant Medical Lead	<a href="mailto:Kelly.Henschen@osumc.edu">Kelly.Henschen@osumc.edu</a>	440-223-8103

# VOLUNTEER GUIDELINES & RIDE WEEKEND INFO

## 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.

## Clean-Up

Pelotonia is very fortunate to have generous partners who have allowed Pelotonia 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. Please look for your Lead Volunteer at your designated Volunteer 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 for Volunteers 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 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 your lead volunteer. 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 2021 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 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.

**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 them 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.

**Cleaning Agent:** This activity involves ensuring a safe and clean atmosphere at all Ride Weekend venues. Cleaning Agents will be asked to maintain a sanitary site by wiping down high-touch surfaces (such as tables, handles, bike racks, etc.) throughout their shift.

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

**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.

**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.

**Gift Distribution:** Distributes the appropriate level of Rider gift to each participant at Finish venues based on their fundraising level. Please note, this activity may require long periods of standing.

**Info & Questions:** Responds to inquiries from Riders and guests at Start locations. Volunteers in these roles would be located at the Info & Questions/Administration tent at their respective venue.

**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.

**Medical Screening:** Welcomes all Riders as the first point of contact at Start locations and performs a quick medical screening to ensure the safety of all participants. No prior training is required. Please note, this activity may require long periods of standing.

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

**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 3 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.

**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.

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

## WEBSITE & 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.

### **Questions**

If you have any questions before Ride Weekend begins, please contact your Lead Volunteer first, then Pelotonia staff as needed (Community Engagement Coordinator Carolyn Appelhans at [cappelhans@pelotonia.org](mailto:cappelhans@pelotonia.org), 614-484-5209, or Event & Volunteer Manager Lauren Graham at [LGraham@pelotonia.org](mailto:LGraham@pelotonia.org) or 614-484-5206). 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 the website. 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 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 Rider 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 Pelotonia 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 all participants. 2021 Handbook can be found [HERE](#).

### **Command Center**

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