



Hello Rob,

We are happy to have the support of Positive Coaching Alliance at the 2022 BTN Big 10K. Please review the instructions in this email and share them with your group members.

**All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time. Please note that group leaders are already registered and do not need to register with the registration link listed below.**

## Volunteer group assignment details

Positive Coaching Alliance	
<b>Assignment</b>	Packet Pick-up – Friday Evening
<b>Date</b>	Friday, July 8
<b>Shift time</b>	4:00 pm – 8:00 pm
<b>Check-in location</b>	Roosevelt Collection (150 W Roosevelt Road)
<b>Volunteers committed</b>	27 volunteers
<b>Volunteer uniform</b>	At check-in you will receive a complimentary t-shirt and credential. Both items must be visible at all times throughout your volunteer shift.
<b>Registration link</b>	<a href="https://cemevent.rosterfy.com/invite/zKeOTxhO1Qkta72ssjr9uUNz7QWuaO7nQlvGOWMHuAeHxGvgfr6MLhPVi53B">https://cemevent.rosterfy.com/invite/zKeOTxhO1Qkta72ssjr9uUNz7QWuaO7nQlvGOWMHuAeHxGvgfr6MLhPVi53B</a>
<b>Registration deadline</b>	<b>All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time.</b>

Positive Coaching Alliance	
<b>Assignment</b>	Packet Pick-up – Saturday Afternoon
<b>Date</b>	Saturday, July 9
<b>Shift time</b>	12:30 pm – 4:15 pm
<b>Check-in location</b>	Roosevelt Collection (150 W Roosevelt Road)
<b>Volunteers committed</b>	27 volunteers
<b>Volunteer uniform</b>	At check-in you will receive a complimentary t-shirt and credential. Both items must be visible at all times throughout your volunteer shift.
<b>Registration link</b>	<a href="https://cemevent.rosterfy.com/invite/Qd58m1UIdt4tmSQYZxNiHFdPCihyzgTUUf1gq0djuS2JRht4893ixTYDnUom">https://cemevent.rosterfy.com/invite/Qd58m1UIdt4tmSQYZxNiHFdPCihyzgTUUf1gq0djuS2JRht4893ixTYDnUom</a>
<b>Registration deadline</b>	<b>All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time.</b>

Positive Coaching Alliance	
<b>Assignment</b>	Aid Station 01
<b>Date</b>	Sunday, July 10
<b>Shift time</b>	5:00 am – 10:30 am
<b>Check-in location</b>	Soldier Field
<b>Volunteers committed</b>	27 volunteers
<b>Volunteer uniform</b>	At check-in you will receive a complimentary t-shirt and credential. Both items must be visible at all times throughout your volunteer shift.
<b>Registration link</b>	<a href="https://cemevent.rosterfy.com/invite/O8Kwpg3wEPhIbQJxgPXmLz1lzB8Zcs14iOJyekkD54Jv2kTbiYHRfN4L8UN">https://cemevent.rosterfy.com/invite/O8Kwpg3wEPhIbQJxgPXmLz1lzB8Zcs14iOJyekkD54Jv2kTbiYHRfN4L8UN</a>
<b>Registration deadline</b>	<b>All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time.</b>

Positive Coaching Alliance	
<b>Assignment</b>	Aid Station 02
<b>Date</b>	Sunday, July 10
<b>Shift time</b>	5:00 am – 10:30 am
<b>Check-in location</b>	Soldier Field
<b>Volunteers committed</b>	25 volunteers
<b>Volunteer uniform</b>	At check-in you will receive a complimentary t-shirt and credential. Both items must be visible at all times throughout your volunteer shift.
<b>Registration link</b>	<a href="https://cemevent.rosterfy.com/invite/RfolxS4mKVrd9YPaZ6ZQD06luykLLqvPboYq9RAIc32uwMWOLGyr55Vgsb0J">https://cemevent.rosterfy.com/invite/RfolxS4mKVrd9YPaZ6ZQD06luykLLqvPboYq9RAIc32uwMWOLGyr55Vgsb0J</a>
<b>Registration deadline</b>	<b>All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time.</b>

Positive Coaching Alliance	
<b>Assignment</b>	Aid Station 03
<b>Date</b>	Sunday, July 10
<b>Shift time</b>	5:00 am – 10:30 am
<b>Check-in location</b>	Soldier Field
<b>Volunteers committed</b>	25 volunteers
<b>Volunteer uniform</b>	At check-in you will receive a complimentary t-shirt and credential. Both items must be visible at all times throughout your volunteer shift.
<b>Registration link</b>	<a href="https://cemevent.rosterfy.com/invite/kkZR2yeGqh0k2j2o4mXPRj1Zf48wVWQSlh2c1596N5I0i5SWMWfgmFWwHHO!">https://cemevent.rosterfy.com/invite/kkZR2yeGqh0k2j2o4mXPRj1Zf48wVWQSlh2c1596N5I0i5SWMWfgmFWwHHO!</a>
<b>Registration deadline</b>	<b>All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time.</b>

Positive Coaching Alliance	
<b>Assignment</b>	Course Marshals
<b>Date</b>	Sunday, July 10
<b>Shift time</b>	5:30 am – 10:30 am
<b>Check-in location</b>	Soldier Field
<b>Volunteers committed</b>	40 volunteers
<b>Volunteer uniform</b>	At check-in you will receive a complimentary t-shirt and credential. Both items must be visible at all times throughout your volunteer shift.
<b>Registration link</b>	<a href="https://cemevent.rosterfy.com/invite/bnJGub66a9C4NEvT0iPEy4AN6PqWCqp6nhFEN3DrnukH3DJkmzT1grAjbWMh">https://cemevent.rosterfy.com/invite/bnJGub66a9C4NEvT0iPEy4AN6PqWCqp6nhFEN3DrnukH3DJkmzT1grAjbWMh</a>
<b>Registration deadline</b>	<b>All volunteers must register online individually by Monday, July 4, 2022, at 11:59 p.m. Central Time.</b>

## Volunteer policies

To help make this year's race a successful and positive experience for everyone, we expect volunteers to abide by the [volunteer policies](#) and note:

- We require all group volunteers to be **16 years of age or older** on the day of the event and accompanying minors are not permitted.
- Volunteers are **discouraged from bringing bags or other personal belongings** to the event. Gear check will be required for belongings that cannot be carried in a volunteer's pockets, including personal bags, purses, backpacks or similar items.

## Group leader instructions

1. **Communicate:** Share volunteer assignment information and registration link with your volunteers. Group leaders cannot register on behalf of group members or upload a list.
2. **Recruit:** Continue recruiting to reach your committed number of volunteers. Notify the volunteer team if you think you will recruit more or less volunteers than originally committed.
3. **Group co-leader:** We recommend designating a group co-leader who can assist with volunteer recruitment and race day management. Please have the co-leader register as a volunteer and email the Volunteer Team the individual's name. If you will not be onsite on race day, you must designate a co-leader.
4. **Chaperones:** Volunteer groups with minors must register 1 chaperone per 10 volunteers under age 18. Chaperones must be 21 years of age or older.
5. **Volunteer registration system:** Log in at [cemevent.rosterfy.com/login](https://cemevent.rosterfy.com/login) to view registered volunteers and download your team list.

## Race week confirmation email

The Volunteer Team will send all volunteers a race week confirmation email with the following details: assignment and shift time, check-in location and map, transportation recommendations, preparation tips and more. Group leaders should follow up with their volunteers, especially if they have group-specific instructions.

Please feel free to contact the Volunteer Team with questions.

Thank you for your commitment to volunteering!