



***TWIN CITIES  
IN MOTION***

**GROUP  
VOLUNTEER  
PROGRAM  
2017**

**Information & Application**

## **ABOUT TWIN CITIES IN MOTION**

Twin Cities In Motion transforms lives by bringing inspiring and attainable health and fitness events to the community. For over thirty five years, we have encouraged athletes of all ages and abilities to realize and celebrate their full athletic potential. From our flagship race, the Medtronic Twin Cities Marathon, the Hot Dash, TC 1 Mile, and Red, White & Boom!, each Twin Cities In Motion event ensures a well-organized, well-managed and safe experience for its participants. Our mission is to produce Millions of Miles and Billions of Smiles.

## **GROUP VOLUNTEER PROGRAM INFORMATION**

Twin Cities In Motion (TCM) needs more than 5,000 volunteers to put on the Medtronic Twin Cities Marathon Weekend of events and an additional 1,000 for year-round opportunities. We are a volunteer driven organization and are thankful to those who have been involved over the years. We want everyone to have an enjoyable time at our events, and volunteers are instrumental in this process. Volunteering as a group is an excellent opportunity for companies to engage their employees and families in an exciting, team-building activity and it's a fun way for school groups, churches, and other organizations to have a good time and support the Twin Cities community!

## **APPLYING TO BE A VOLUNTEER GROUP**

In order to apply for the Group Volunteer Program, you must:

1. Read through the Group Volunteer Packet.
2. Complete the Group Volunteer Program Application Form, indicating which areas your group would be interested in participating in and an estimated number of volunteers (pages 4-6). Note: if you are not able to complete the form in full but know you would like to participate as a group, email [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org) to start the process.
3. Send completed forms to Kelli Bartholow, Volunteer & Community Outreach Manager at [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org).
4. If you are interested in group fundraiser opportunities, contact [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org).

**Please note:** volunteer positions are given on a first-come, first-served basis.

## **MEDTRONIC TWIN CITIES MARATHON GROUP OPPORTUNITIES**

### **Health & Fitness Expo (Friday & Saturday)**

With over 42,000 attendees, the Health & Fitness Expo kicks off Medtronic Twin Cities Marathon Weekend at the Saint Paul RiverCentre. Groups are a perfect fit to help with packet pick-up, helping participants to get their race packets in the days before the race. Group volunteer shifts range from 3-6 hours.

### **Saturday Events**

On Saturday, the TC 10K, TC 5K presented by Fredrikson & Byron and Medtronic TC Family Events take over the State Capitol grounds for a day of fun for the whole family! From the Diaper Dash to the 10K, volunteers are utilized to help with all areas of the day's races. Groups of all sizes are encouraged to get involved in this great day of events. Things move quickly on Saturday, so groups and individuals sign up for a shift in which they may be assigned to multiple tasks on race day, which makes for a great variety. Group volunteer shifts range from 4-6 hours.

### **Start Line (Sunday)**

We have many opportunities for groups at both the start line of the Medtronic Twin Cities Marathon and Medtronic TC 10 Mile. If you're a morning person, this is the ideal task for you! Better yet, if you'd like to see the finish line of the race, being a start line volunteer allows your group to spectate and cheer for participants at the finish line once your shift is done! Group volunteer shifts range from 3-4 hours.

## **Fluid Station (Sunday)**

There are 14 fluid stations along the Medtronic Twin Cities Marathon and Medtronic TC 10 Mile courses, each utilizing approximately 100 volunteers. Groups of all sizes are used in order to fulfill each fluid station's volunteer needs. Fluid stations are ideal for large groups, with early morning shifts ranging from 3-8 hours depending on course placement.

Volunteers assist with fluid station setup and cleanup in addition to mixing POWERADE® and handing out water and POWERADE® to participants. We take participant hydration seriously, so it is important that volunteers are willing to work quickly and efficiently under the direction of the Fluid Station Captain (provided and trained by TCM). We also take fun seriously and we want our volunteers to have a good time, cheering on participants and encouraging them as they go by! **Please note:** Age restrictions may apply for specific volunteer tasks.

## **Course Marshal (Sunday)**

Course marshals are vital to our races. They not only monitor intersections to ensure participant safety along the course, and have the best view of the race to CHEER on participants. This is ideal for groups who would enjoy being spread out along the course. This position involves individuals monitoring intersections; however it is a fun and unique opportunity for groups to work a series of intersections in a row. **Please note:** For safety reasons, volunteers in this position under the age of 18 must be accompanied by an adult. Group volunteer shifts range from 3-9 hours.

## **Clean Up Crew and/or Green Team (Sunday)**

As a part of our commitment to the Twin Cities community, it is always our goal to leave the areas cleaner than when we started. We utilize groups to help with cleanup in all areas of the race – literally from start to finish and everything in between. Group volunteer shifts range from 4-5 hours.

## **Finish Line (Sunday)**

The finish line area is a fun way for groups to be a part of the excitement of the post-race finish line area. From handing out food to sweats, there are positions available for groups of all sizes! Group volunteer shifts range from 6-9 hours.

## **Security and/or Bandit Patrol (Sunday)**

At Twin Cities In Motion, we are committed to putting on world-class events that are both fun and safe for participants, spectators and volunteers. In order to maintain a safe environment, we need friendly, polite, assertive volunteers who are willing to follow and communicate the protocol set up by TCM and Capitol Security in our Finish Line area. **Please note:** For safety reasons, volunteers in this position under the age of 18 must be accompanied by an adult. Group volunteer shifts range from 8-9 hours.

From the two day Health & Fitness Expo, to Medtronic TC Family Events to Sunday volunteer activities, there's something for everyone. If you are interested in volunteering as a group in an area not covered above, email [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org).

## **POTENTIAL VOLUNTEER ACTIVITIES THROUGHOUT THE YEAR**

For our additional events throughout the year, groups mainly volunteer at the start/finish line and along the course. At the start/finish line, key areas include: registration, shirt distribution, sweat check, clean/green team and refreshments. Occasionally, we have projects at our office and in our warehouse that we need assistance with, in addition to the events. Please note: age restrictions may apply for specific volunteer tasks.

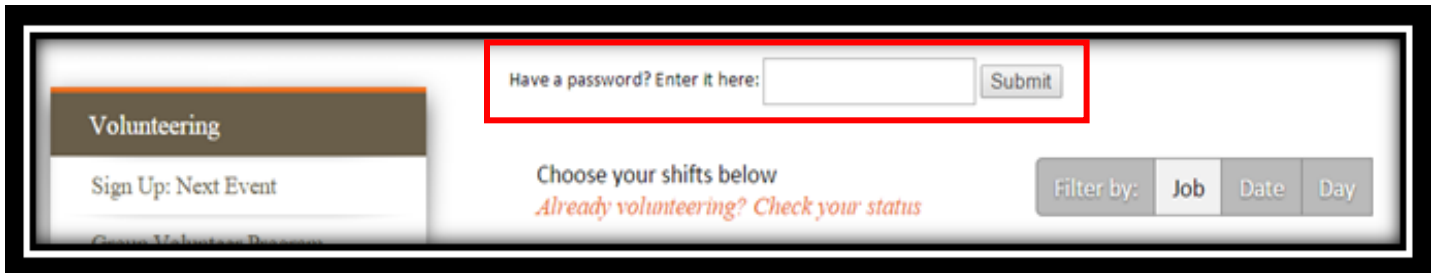
## **WEBSITE PRESENCE**

As a way to say THANK YOU to our great volunteer groups, and to celebrate your hard work, we highlight our groups on our website! To see last year's groups, visit our website: [https://www.tcmevents.org/volunteering/group\\_volunteer\\_program/](https://www.tcmevents.org/volunteering/group_volunteer_program/)

## **REGISTRATION PROCEDURES**

Registration for groups is simple. We will create a unique password for your group and either the group leader, or the individuals volunteering in the group will follow the step-by-step instructions provided by TCM to get all of the volunteers in the group registered, accounted for and assigned their duties.

## **SCREENSHOT IDENTIFYING LOCATION FOR UNIQUE PASSWORD**



## **FUNDRAISING PROGRAM**

As a non-profit organization, Twin Cities In Motion has a strong commitment to the Twin Cities community. One of the many ways in which we give back is through our Volunteer Group Fundraising Program. While our groups all volunteer as a way to give back to the community, promote comradery among teams and gain volunteer hours, we recognize that volunteering can also be a great way to raise funds. Each year, TCM is able to give a select number of groups fundraising dollars for their volunteer hours. To learn more about the Volunteer Group Fundraising Program, please contact [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org). Please note: in order to earn funds, groups must be enrolled in the program and have filled out the Group Fundraising Agreement. Additionally, funds are allocated on a first-come, first-served basis.



## **TWIN CITIES IN MOTION | VOLUNTEER GROUP APPLICATION 2017**

Please complete the following information. A Twin Cities In Motion (TCM) staff member will notify you of your acceptance as a volunteer group and will send registration instructions and a volunteer group waiver. The TCM Volunteer Manager will then work with the group leader to coordinate your volunteer shift and duties. TCM will work to the best of our abilities to match groups with their desired positions.

### **ORGANIZATION INFORMATION**

Organization/Group Name: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Estimated Number of Volunteers in Group: \_\_\_\_\_

**Will the primary contact be on site race day? YES or NO If not, please provide contact information below.**

Race Day Contact: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Has your group volunteered with TCM before? (Circle one) Y or N If so, where and when?

\_\_\_\_\_

### **Opportunities (check events and areas of interest):**

**Valentine's Day TC 5K presented by Fleet Feet Marathon Sports** (Saturday, February 11, 2017)

Available shifts between 8:45am-11:30am

- Start/Finish Area*
- Green Team*
- Course Marshal*
- No preference*

**Hot Dash 5K & 10 Mile presented by Fleet Feet Marathon Sports** (Saturday, March 18, 2017)

Available shifts between 7:00am-12:00pm

- Start Line*
- Finish Area (21+? Yes or No)*
- Green Team*
- Course Marshal*
- Fluid Station*
- No preference*

**Medtronic TC 1 Mile** (Thursday May 11, 2017) Available shifts between 4:30pm-8:30pm

- Packet Pickup/Registration*
- Finish Line*
- Green Team*
- Course Marshal*
- No preference*

**TC Kids Cross Country Fun Run** (Saturday, May 20, 2017) Available shifts between 7:00am-12:00pm

- Various opportunities: may include course set-up/tear-down, course monitoring, medal, water distribution. Volunteers shift throughout the event and will help with various tasks.*

**Red, White & Boom! TC Half Marathon, Relay & 5K** (Tuesday, July 4, 2017)

Available shifts between 5:00am-11:30am

- Food Distributor at Finish*
- Fluid Distributor at Finish*
- Green Team*
- Course Marshal*
- Fluid Station*
- No preference*

**Fifteen's 5K** (Sunday, August 6, 2017) Available shifts between 6:30am-11:00am

- Packet Pickup/Registration/Start Area*
- Finish Area*
- Course Marshal*
- No preference*

**Medtronic Twin Cities Marathon Weekend Race Packet Assembly** (Dates: TBD September)

- Assembling participant race packets*

**Medtronic Twin Cities Marathon Weekend** (Friday, Sept 29 – Sunday, Oct 1, 2017). Various shift times (approx. timeframes listed within packet)

- Health & Fitness Expo (Friday & Saturday)*
- Saturday Events*
- Start Line (Sunday)*
- Fluid Station (Sunday)*
- Course Marshal (Sunday)*
- Clean Up Crew and/or Green Team (Sunday)*
- Finish Line (Sunday)*
- Security and/or Bandit Patrol (Sunday)*
- No preference*

**INFORMATION TO BE LISTED ON TCM GROUP VOLUNTEER WEBSITE**

Organization Name: \_\_\_\_\_

Website to be displayed on the TCM website: \_\_\_\_\_

Tell us why you volunteer for TCM (150 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Is your group interested in learning more about our Group Fundraising Opportunities? (Circle one) YES or NO***

Is your organization a nonprofit? (Circle one) YES or NO

If your organization is not designated as a nonprofit, and you wish to fundraise, will the proceeds be going to a nonprofit? (Circle one) YES or NO

Please provide details regarding the organization you will be supporting:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please note that donation eligible positions are awarded on a first-come, first-served basis and are only available to nonprofit groups. Additional paperwork is also required for Fundraising Groups.*

Applications should be submitted via **Email** to [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org) or via **Fax** to 651.289.7720

**Questions?** Contact Kelli Bartholow at 651.289.7707 or [volunteer@tcmevents.org](mailto:volunteer@tcmevents.org)