



**PELTONIA<sup>®</sup>**

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.

## TABLE OF CONTENTS

Important Dates .....	1
Lead Volunteer Contacts & Locations .....	1-5
Volunteer Guidelines & Ride Weekend Info .....	6-7
Volunteer Job Descriptions .....	8-10
Website & Communications.....	11
Frequently Asked Questions.....	12-13
Additional Resources.....	14

## IMPORTANT DATES

- February 20<sup>th</sup>: Registration Launches! (Riders, Volunteers, and Virtual Riders)
- Friday, July 31<sup>st</sup> at Midnight: Volunteer Registration & Changes CLOSED on website
- August 7<sup>th</sup>-9<sup>th</sup>: Pelotonia Ride Weekend
- October 9<sup>th</sup>: Fundraising Deadline
- November 12<sup>th</sup>: Pelotonia Presents: A Night of Impact

## LEAD VOLUNTEER CONTACTS & LOCATIONS

<b>Pre-Event Bag Packing (Saturday, August 1)</b> ODW Logistics - 3292 Groveport Road, Columbus, OH 43207 Stop at the security gate, provide your name to the security guard, and proceed to the 1650 building (map will be sent by lead volunteer to all volunteers registered)			
Lead Volunteer	Volunteer Activity	Email	Phone
Suzanne Knott	Bag Packing	<a href="mailto:Knott.17@osu.edu">Knott.17@osu.edu</a>	614-582-4082

<b>Pre-Event Bag Packing (Thursday, August 6)</b> McFerson Commons - 240 W. Nationwide Blvd. Columbus, OH 43215 <u><a href="#">Driving Directions</a></u>			
Lead Volunteer	Volunteer Activity	Email	Phone
Suzanne Knott	Bag Packing	<a href="mailto:Knott.17@osu.edu">Knott.17@osu.edu</a>	614-582-4082

### Opening Ceremony

McFerson Commons - 240 W. Nationwide Blvd. Columbus, OH 43215

#### Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Sarah Buckley	Wine and Beer/Site Beautification	<a href="mailto:sarahebuckley@gmail.com">sarahebuckley@gmail.com</a>	614-266-4489
TBD	Rider Check-in (Gift Bags)	<u>TBD</u>	TBD
Monda DeWeese	Admin, Info & Questions	<a href="mailto:Deweese.monda@gmail.com">Deweese.monda@gmail.com</a>	740-591-4603
Ashley Ellashek	Merchandise	<a href="mailto:AEllashek@pelotonia.org">AEllashek@pelotonia.org</a>	419-571-2865
Val Gonzalez	Rider Check-in (Credentials)	<a href="mailto:Val.gonzalez@nationwide.com">Val.gonzalez@nationwide.com</a>	614-439-7480
Shirley Jordan	Bike Rack Set up, Bike & Luggage	<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
Stephanie Lancaster	Expo	<a href="mailto:bug2stef@yahoo.com">bug2stef@yahoo.com</a>	614-288-4755
Rob McKay	Volunteer Check-In	<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
Lynne Smith	Food & Beverage, Catering	<a href="mailto:lccsmith89@gmail.com">lccsmith89@gmail.com</a>	614-266-0248

### McFerson Commons – 25/45/100/180/200-Mile Start

240 W. Nationwide Blvd. Columbus, OH 43215

#### Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Monda DeWeese	Admin, Info & Questions	<a href="mailto:Deweese.monda@gmail.com">Deweese.monda@gmail.com</a>	740-591-4603
Ashley Ellashek	Merchandise	<a href="mailto:AEllashek@pelotonia.org">AEllashek@pelotonia.org</a>	419-571-2865
Val Gonzalez	Late Rider Check-in	<a href="mailto:Val.gonzalez@nationwide.com">Val.gonzalez@nationwide.com</a>	614-439-7480
Shirley Jordan	Bike & Luggage Management	<a href="mailto:shirleyajor@aol.com">shirleyajor@aol.com</a>	614-560-6629
Suzanne Knott	Staging	<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
Bethany Skaff	General	<a href="mailto:Bethany0809@gmail.com">Bethany0809@gmail.com</a>	724-747-5762

### Cruiser Park – Rest Stop

4677 Bixby Road, Groveport, Ohio 43125

#### Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Kayla Allen	Site Lead	<a href="mailto:ksallen@vorys.com">ksallen@vorys.com</a>	614-203-3462

### Pickerington High School North – Rest Stop, 25-Mile Finish & 75-Mile Start

7800 Refugee Road, Pickerington, OH 43147

#### Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Ashley Ellashek	Merchandise	<a href="mailto:AEllashek@pelotonia.org">AEllashek@pelotonia.org</a>	419-571-2865
Meredith Miles	Finish Bike Management	<a href="mailto:Milesm8@gmail.com">Milesm8@gmail.com</a>	330-565-6681
Jana Nix	Rest Stop	<a href="mailto:Jana.nix@huntington.com">Jana.nix@huntington.com</a>	614-519-9852
TBD	Start/Finish Site Lead	<u>TBD</u>	TBD

**Licking Heights High School – Rest Stop**

4000 Mink Street, Pataskala, OH 43062

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

**Bevelhymer Park – 45-Mile Finish**

7860 Bevelhymer Road, New Albany, OH 43054

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Darol Davis	Bike/Luggage Management	<a href="mailto:jdarol@gmail.com">jdarol@gmail.com</a>	330-608-6635
Ashley Ellashek	Merchandise	<a href="mailto:AEllashek@pelotonia.org">AEllashek@pelotonia.org</a>	419-571-2865
Camille Pipino	General/Volunteer Check-In	<a href="mailto:Cpipino13@gmail.com">Cpipino13@gmail.com</a>	614-588-6488
Amanda Sanko	Bike/Luggage Management	<a href="mailto:Amanda.sanko@jpmorgan.com">Amanda.sanko@jpmorgan.com</a>	567-204-5219
Liz Stine	General/Volunteer Check-In	<a href="mailto:Stine.eliz@gmail.com">Stine.eliz@gmail.com</a>	954-821-3078

**Thirty-One Gifts – 55-Mile Start & Rest Stop**

8111 Smith's Mill, New Albany, OH 43054

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Ellen Zimmer	Bike Management	<a href="mailto:EZimmer@mast.com">EZimmer@mast.com</a>	614-580-2010
Melissa Dutton	Food and Beverage Volunteer Check-In	<a href="mailto:Melissa.Dutton@huntington.com">Melissa.Dutton@huntington.com</a>	419-618-3250

**Granville High School – Rest Stop**

248 New Burg Street, Granville, OH 43023

Driving Directions

Lead Volunteer	Volunteer Activity	Email	Phone
Debbie Highley	Site Lead	<a href="mailto:chebbee@gmail.com">chebbee@gmail.com</a>	740-808-7748
Chad Highley	Site Lead	<a href="mailto:chadhighlee@gmail.com">chadhighlee@gmail.com</a>	740-808-7749

**Homer Public Library – Rest Stop**

385 S. Street NW, Homer, OH 43027

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

**South End Park – Rest Stop**

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

Driving Directions

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

**Kenyon College – 55/75/100-Mile Finish & 135-155-180-200-Mile Start**

221 Duff Street, Gambier, OH 43022

Driving Directions

<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Kayla Arnold	Parking, Volunteer Check-In	<a href="mailto:arnoldk@kenyon.edu">arnoldk@kenyon.edu</a>	330-201-7189
Bryan Brush	Food & Beverage/Entry Gates	<a href="mailto:bryanmbrush@me.com">bryanmbrush@me.com</a>	937-416-6550
Kathy Domer	Bike Trucks Bike/Luggage Management	<a href="mailto:kathy.domer@gmail.com">kathy.domer@gmail.com</a>	614-284-9141
Ashley Ellashek	Merchandise	<a href="mailto:AEllashek@pelotonia.org">AEllashek@pelotonia.org</a>	419-571-2865
Elizabeth Howard	Overall Site Lead	<a href="mailto:elizabeth.howard@safelite.com">elizabeth.howard@safelite.com</a>	614-607-1276
Mindy Roggow	Dorm Management	<a href="mailto:mkrubyslippers@gmail.com">mkrubyslippers@gmail.com</a>	614-226-5120
Lisa Sinclair	Rider Check-In	<a href="mailto:sinclairL@hotmail.com">sinclairL@hotmail.com</a>	614-519-3086
Allison Tomlin	General	<a href="mailto:Allison.a.fontana@gmail.com">Allison.a.fontana@gmail.com</a>	614-226-3484

**Denison University - 35-Mile Start**

200 Livingston Drive, Granville, OH 43023

Driving Directions

<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Val Gonzalez	Late Rider Check-In	<a href="mailto:Val.gonzalez@nationwide.com">Val.gonzalez@nationwide.com</a>	614-439-7480
Lynne Smith	General	<a href="mailto:Lecsmith89@gmail.com">Lecsmith89@gmail.com</a>	614-266-0248
Ellen Zimmer	Bike & Luggage Management	<a href="mailto:EZimmer@mast.com">EZimmer@mast.com</a>	614-580-2010

**Five Points Drive In – Rest Stop**

27 Cleveland Street, Butler, OH 44822

Driving Directions

<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Chad Highley	Site Lead	<a href="mailto:chadhighlee@gmail.com">chadhighlee@gmail.com</a>	740-808-7749
Debbie Highley	Site Lead	<a href="mailto:chebbee@gmail.com">chebbee@gmail.com</a>	740-808-7748

**Farmers Citizens Bank – Rest Stop**

250 W. Sandusky Street, Fredericktown, OH 43019

Driving Directions

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

**Highland High School – Rest Stop**

6506 SR 229, Sparta, OH 43350

Driving Directions

<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Krista Heisler	Site Lead	<a href="mailto:heisler.krista@yahoo.com">heisler.krista@yahoo.com</a>	330-472-1670

**Hartford Village Square – Rest Stop**

123 N. Main St., Hartford OH 43013

Driving Directions

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

**Market Square – 35/135/155/180/200-Mile Finish**

200 Market Street, New Albany, OH 43054

Driving Directions

<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
Darol Davis	Bike/Luggage Management	<a href="mailto:jdarol@gmail.com">jdarol@gmail.com</a>	330-608-6635
Ashley Ellashek	Merchandise	<a href="mailto:AEllashek@pelotonia.org">AEllashek@pelotonia.org</a>	419-571-2865
Liz Stine	General/Volunteer Check-In	<a href="mailto:Stine.eliz@gmail.com">Stine.eliz@gmail.com</a>	954-821-3078
Larry Walden	Bike/Luggage Management	<a href="mailto:Larry.walden@insight.rr.com">Larry.walden@insight.rr.com</a>	614-600-6272

**Overall Leads**

<b>Lead Volunteer</b>	<b>Volunteer Activity</b>	<b>Email</b>	<b>Phone</b>
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
TBD	Car Pick-Up and Return	TBD	TBD
Sarah Wandtke	Photography	<a href="mailto:Wandtke.6@osu.edu">Wandtke.6@osu.edu</a>	513-316-0310

# 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, or through the Pelotonia website. Please visit [www.pelotonia.org](http://www.pelotonia.org) and log in to your Volunteer profile. Under the “Manage My Profile” section, you can click on “Volunteer Activities” and under each activity, you will see your Lead Volunteer and their 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 Opening Ceremony, 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 Opening Ceremony 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 2020 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 locations along the route. Please note, this activity may involve heavy lifting. Volunteers choosing to work Bike Management on Sunday may experience periods of downtime 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.

**Bike Trucks:** Handles organization, storage and shipment of bikes onto the trucks. Please note, this activity involves heavy lifting.

**Car Pick Up and Decal Application:** Prepares the SAG (Support & Gear) vehicles for ride weekend. These vehicles provide mechanical and medical support to riders along the route. This activity involves picking up loaner 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 disassembling bike racks off of the SAG (Support & Gear) vehicles, unloading supplies, and driving 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.

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

**Entry Gates:** Manages the various entry gates at Opening Ceremony and 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.

**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 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.

**Food & Beverage:** Assists with serving food and beverages to Riders and guests at various venue sites. Also, 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:** Supplements Volunteer teams and performs various tasks as necessary. Please note, this activity may involve heavy lifting and standing for long periods of time.

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

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

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

**Info & Questions:** Responds to inquiries from Riders and guests at McFerson Commons. Volunteers in these roles would either be roaming Opening Ceremony to answer questions around the site or be located at the Info & Questions tent.

**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.

**Parking:** Manages parking lots 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. If interested, please send a sample of your work to Lead Volunteer Sarah Wandtke at [sarahwandtke11@gmail.com](mailto:sarahwandtke11@gmail.com), and she will provide further information about accessing and registering for these volunteer positions.

**Overnight Bike/Luggage Management:** Handles organization, storage and shipment of bikes and luggage at various locations along the route. Please note, this activity may involve heavy lifting.

**Recovery Zone:** Manual therapy professionals provide short (10-15min) massages and/or soft tissue treatment to riders at the 100-mile and 180/200-mile 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 therapist 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 at various locations.

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

**Staging:** Coordinates the organization of Riders at the McFerson Start to ensure that every Rider starts safely and timely. 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.

**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 & 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/search" 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, select "My Volunteer Activities" which is located on the left-hand side of the screen under "Manage My Profile" and your profile picture.
5. Any shift for which you have registered will be listed on your Volunteer Activities page.

### **Communication**

You will receive several 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 (Ride Community 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! Volunteers are also able to register as a Summer Assistance Volunteer, indicating general weekday availability, and will be contacted as needs arise throughout the summer. 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/Search” from the upper right-hand corner of the website. Once logged in, select “Manage My Volunteer Activities” to see your selection(s).

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

Click the “Login/Search” button in the top right-hand corner of the Pelotonia website. Once logged in, under the “Manage My Profile” section in the “Manage My Profile” page, select “Volunteer Activities” to edit or delete your selection.

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

The website recognizes each email address only one time. If you are a registered Rider or Virtual Rider and would also like to register as a Volunteer, please create a Volunteer profile using a separate email address. Please make sure to check both email addresses frequently as important information will be communicated only by email.

### **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 are not permitted to volunteer at the beer and wine tents and 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 mid-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 under "Manage My Profile: Volunteer Activities" when you are logged into your profile.

**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. If interested, please send a sample of your work to Lead Volunteer Sarah Wandtke at [sarahwandtke11@gmail.com](mailto:sarahwandtke11@gmail.com), and she will provide further information about accessing and registering for these volunteer positions.

## ADDITIONAL RESOURCES

### **Tonya**

Our friendly Pelotonia Event Bot, Tonya, is always available to help – just text “ONEGOAL” to 25525 and get answers to all your Pelotonia questions, site maps, and all the information you need!

### **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. 2020 Handbook coming soon!

### **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)**.