



Dear Danielle,

We are happy to have the support of Chicago Diabetes Project at the 2015 Bank of America Shamrock Shuffle 8K! More than 3,000 volunteers will support the event this year thanks to volunteers like yours and over 40 Group Leaders like you! In this document you will find confirmation of your group's assignment, volunteer information and registration link (required), group leader expectations and more.

### Chicago Diabetes Project volunteer assignment

Chicago Diabetes Project is assigned to Start Corrals D & E

Chicago Diabetes Project	
Assignment	Start Corrals D & E
Check-in location	Grant Park – Harrison Volunteer Compound
Date	Sunday, March 29, 2015
Check-in/check-out	5:15am to 11 am
Volunteers to recruit/register	50 volunteers

### Chicago Diabetes Project volunteer responsibilities

- 1) Volunteer assignment information and registration link:** Volunteers will review details and register to volunteer online (required) via:
 

[https://cemevent.com/login#p=J2DE-SV6R&v=position\\_view](https://cemevent.com/login#p=J2DE-SV6R&v=position_view)

  - This link shares important information about volunteering at Start Corrals D & E, including a brief description of the role, check-in/out time and check-in location.
  - Click on the blue 'Sign Up' button to access registration. Note: Everyone will need to 'sign in' to their existing account OR 'create a new account' in order to register to volunteer. Fill out registration information and submit the form.
  - For step-by-step registration instructions visit the volunteer registration FAQ's, [shamrockshuffle.com/volunteerregistrationfaqs](http://shamrockshuffle.com/volunteerregistrationfaqs)
- 2) Volunteer guidelines and policies:** To help make this year's event a memorable experience for everyone we ask that volunteers abide by the following guidelines:
 

[shamrockshuffle.com/volunteerguidelines](http://shamrockshuffle.com/volunteerguidelines) and note,

  - **We require all volunteers to register online by midnight, Monday, March 23.**
  - **We require all volunteers to be 16 years of age or older on the day of the event.** We also do not permit children and young adults, under the age of 16, to accompany registered volunteers when they are volunteering at the Shamrock Shuffle 8K.
  - **We require all volunteers to presenting a form of identification at check-in.**
  - Volunteers are strongly discouraged from bringing personal belongings to the event. It is recommended volunteers avoid bringing valuables and larger items (bags, purses, backpacks, etc). Gear Check will be available for use.

Registration Deadline: All volunteers MUST register online by midnight, Monday, March 23 to ensure the event is sufficiently staffed and everyone receives final communications.

## Group leader responsibilities

- 1) **Share Start Corrals D & E assignment information and registration link with your volunteers.** Distribute assignment information and instructions above in your volunteer recruitment communications. Test it out if you would like to see the process your volunteers will go through.
- 2) **Recruit and keep tabs on your volunteers.** Recruit designated number of volunteers (noted above). Keep your Shamrock Shuffle 8K Volunteer Coordinator in the loop as to how recruitment is coming along and let them know ASAP if you do not think you will be able to recruit this number of volunteers.
- 3) **Read group leader guidelines, [shamrockshuffle.com/groupleaderguidelines](http://shamrockshuffle.com/groupleaderguidelines).** Also review the volunteer guidelines, [shamrockshuffle.com/volunteerguidelines](http://shamrockshuffle.com/volunteerguidelines). Make note of the volunteer guidelines and policies referenced above and reiterate them to your volunteers.
- 4) **Keep track of recruitment with the online registration system.** View registered volunteers, download volunteers' information, cancel volunteers, communicate with your volunteers, view group status and view messages sent by and through the registration system. To manage your team,
  - Visit, [shamrockshuffle.com/volunteerlogin](http://shamrockshuffle.com/volunteerlogin)
  - Enter your registration email and password used when applying to be a group leader
  - To learn more and for further instruction on system capabilities visit the group leader registration FAQ's, [shamrockshuffle.com/groupleaderregistrationfaqs](http://shamrockshuffle.com/groupleaderregistrationfaqs)
- 5) **Recruit a Group Co-Leader.** Recruit a Co-Leader to assist with check-in race morning and group management race day. The co-leader registration link, <https://cemevent.com/login#p=BASS2015/groupcoleaderregistration>

## Event Production Meeting

All Group Leaders are invited to attend the Event Production Meeting on Saturday, March 14 at WHERE?? to learn about operational updates, confirmation communications, check-in expectations and more. You will receive an e-invitation to this meeting in February. A Co-Leader or another lead may attend on behalf of the Group Leader if he/she is unavailable.

## Final confirmation email and check-in details

The Shamrock Shuffle 8K office will send all Grant Park volunteers a final confirmation email to re-confirm their assignment and shift time, detail transportation options, directions to volunteer check in, preparation tips, important notices and more. Group Leaders should follow up with their volunteers, especially if they have group specific instructions beyond those provided by the Shamrock Shuffle 8K office. A confirmation email template is available for use in the online registration system.

Feel free to contact us if you have any questions or concerns about race day, volunteering or the assignment information above. We will check in with you at some point in time to see how things are going.

Thank you Danielle! We look forward to having Chicago Diabetes Project volunteer with us!

April Janssen and Melissa Ryder

Event Volunteer Programs  
Bank of America Shamrock Shuffle 8K