



**9<sup>th</sup> Annual  
NYPD Memorial 5K Run  
Sunday May 16, 2010**



**Volunteer Response Form**

Please accept the honor of serving our fallen heroes. We need your assistance to make this event a success and we truly value your participation. Please complete this form and return it to us by May 12, 2010. See below for e-mail/fax/phone and regular mail delivery instructions.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_ Age/Sex: \_\_\_\_\_

**RACE DAY VOLUNTEER OPTIONS:** (Description of volunteer assignments is located on the following page)

**Please indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of assignments:**

- |                              |                         |                      |
|------------------------------|-------------------------|----------------------|
| _____ Race Day Registration  | _____ Barbeque          | _____ Finish Line    |
| _____ Tee Shirt Distribution | _____ Water Stop        | _____ Course Marshal |
| _____ Race Day Set Up        | _____ Race Day Clean Up | _____ Gear Check     |
| _____ Children's Fun Run     | _____ Anywhere needed   | _____ Area Captain   |

Have you volunteered at a road race before? Yes  No  What assignment? \_\_\_\_\_

Once we receive your completed form, you will be assigned and notified of your area via e-mail. We will do our best to accommodate all requests, but please know that we value your service wherever you help us, and reassignments are possible.

Please circle your T-Shirt Size preference:  
Small
Medium
Large
X Large
XX Large

**RELEASE WAIVER AND INDEMNITY**

In consideration of your accepting this entry, I the undersigned, intending to be legally bound, to hereby, for myself, my heirs, executors and administrators, waive and release and hold harmless the NYPD Running Club, its officers, the City of New York, the New York Police Department, the New York Department of Education, the Battery Park City Authority, USA Track and Field, all sponsors, hired private contractors, and their representatives, successors, and assigns, for any and all liabilities, claims, demands, and causes of action whether or not arising in whole or in part out of the negligence of any of the above organizations or individuals. I attest and verify that I am physically fit and my physical condition is well enough to perform the tasks that I have volunteered for.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send via fax to: (516) 571-0189 attn: Tom Biggers

Send via regular mail: NYPD Running Club  
P.O Box 266 Peck Slip Station  
New York, N.Y. 10272-0266

Send via e-mail to: [NYPDRC@Verizon.net](mailto:NYPDRC@Verizon.net) Contact us by phone: (212) 978-3732



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## Volunteer Assignment Description

Thanks for volunteering! Below you will find a brief description of available assignments. Please feel free to contact us with any questions. This will be a day of remembrance and celebration of those who made the ultimate sacrifice.

**RACE DAY REGISTRATION:** Volunteers will process race day registrations, greet runners / walkers, staff information areas and offer assistance as needed.

*Report to Volunteer Coordinator at 6:30 a.m. and work until 10:00 a.m.*

**TEE SHIRT DISTRIBUTION:** Volunteers will distribute tee shirts to runners/walkers on the morning of the race.

*Report to Volunteer Coordinator at 6:30 a.m. and work until 10:00 a.m.*

**RACE DAY SET UP:** Volunteers will help set up tables, unload heavy boxes, hang signage, etc.

*Report to Volunteer Coordinator at 6:00 a.m. and work until 9:00 a.m.*

**RACE DAY CLEAN UP:** Volunteers will help break down tables, load heavy boxes, take down signage, garbage disposal, and general cleanup.

*Report to Volunteer Coordinator at 12 noon and work until 4:00 p.m.*

**BARBEQUE:** Volunteers will help set up barbeque area, assist in cooking and distributing food, and clean up.

*Report to Chef at 9:00 a.m. and work until 1:00 p.m.*

**WATER STOP:** Volunteers will be transported to the water stop (*approx 1 mile on course*) and set up and distribute water to passing runners/walkers. This assignment also includes cleaning up the area before completion. (This is a great assignment for a large group of volunteers who wish to remain together.)

*Report to Volunteer Coordinator at 9:00 a.m. and work until 11:30 a.m.*

**GEAR CHECK:** Volunteers will collect and store runner's gear until it is picked up following the completion of the race.

*Report to Volunteer Coordinator at 7:00 a.m. and work until 1:00 p.m.*

**COURSE MARSHAL:** Course Marshals will be on the course directing runners/walkers, assisting with traffic control and monitoring the safety of our participants.

*Report to Volunteer Coordinator at 8:00 a.m. and work until 12 noon*

**FINISH LINE:** Volunteers will be stationed at the finish line to direct finishers, distribute finisher's towel, water, and general clean up of the area to ensure the roadway opens in a timely manner.

*Report to Volunteer Coordinator at 9:00 a.m. and work until 12:00 noon*

**CHILDREN'S FUN RUN:** Volunteers will assist in the coordination of children's races, and distribute medals.

*Report to Volunteer Coordinator at 11:00 and work until 1:00 p.m.*

**AREA CAPTAIN:** Volunteers must be responsible adults willing to assume command and oversee other volunteers in one of the above areas (*please select preferred area*) This position requires the captain to volunteer the entire day and attend a pre-race meeting in NYC on the evening of Wednesday, May 12, 2010.

**ANYWHERE I AM NEEDED:** Volunteers will be assigned to any area in need of additional service. Indicate time available on form.

If you have any questions, please contact Tom Biggers, at: [NYPDRC@Verizon.net](mailto:NYPDRC@Verizon.net) or phone: (212) 978-3732.