

Name: \_\_\_\_\_  
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School: \_\_\_\_\_

### PTA Volunteers for the Juana Run

What is the Juana Run? The Juana Run is a fun family event that is open to all members of our school and the community. It is a running race that takes place in the streets of Barron Park. The Juana Run is a PTA fund-raiser that is put on jointly by the Juana Briones and Barron Park PTA's. This event requires a lot of coordination and support from the members of both schools, both before the day of the race and on race day. The 11<sup>th</sup> annual race will take place on February 10, 2007. The Juana Run currently makes about \$18,000 which is split between the two schools. With additional help, this race could easily make double that amount. There are many ways to help that do not involve meetings and can be done on your own time. The list below includes all areas, some already have volunteers but the more help we get, the more we can do. There are instructions for all areas, so you don't have to figure out what to do if you sign up. More details on these volunteer positions are available on the website: [www.juanarun.org](http://www.juanarun.org).

#### Pre-race day help

- \_\_\_\_\_ Awards (order and organize)
- \_\_\_\_\_ Arrange Burger sales
- \_\_\_\_\_ Course marking
- \_\_\_\_\_ Database entry
- \_\_\_\_\_ Race mailing to previous runners
- \_\_\_\_\_ Advertising design
- \_\_\_\_\_ T-shirt design
- \_\_\_\_\_ Race flier design
- \_\_\_\_\_ Design sponsorship material
- \_\_\_\_\_ e-mail notification to previous racers
- \_\_\_\_\_ Financial secretary (collect entries, make deposits)
- \_\_\_\_\_ Food and drink coordinator
- \_\_\_\_\_ Letter to notify residents (coordinate with local scouts for delivery)
- \_\_\_\_\_ Medical coverage (contact local medical team)
- \_\_\_\_\_ Music for race day
- \_\_\_\_\_ Publicity coordinator
  - \_\_\_\_\_ web sites
  - \_\_\_\_\_ newspapers
  - \_\_\_\_\_ magazines
  - \_\_\_\_\_ school e-news
  - \_\_\_\_\_ school newsletters
  - \_\_\_\_\_ post signs
  - \_\_\_\_\_ radio and tv
  - \_\_\_\_\_ running clubs
  - \_\_\_\_\_ distribute fliers at local races
  - \_\_\_\_\_ explore other options
- \_\_\_\_\_ Pancake breakfast
- \_\_\_\_\_ Portable toilets (order, coordinate drop-off, pick-up)
- \_\_\_\_\_ Race day volunteer coordinator
- \_\_\_\_\_ Race bag stuffing
- \_\_\_\_\_ Raffle coordinator

- \_\_\_\_\_ Sponsorship development (contact previous and new potential sponsors)
- \_\_\_\_\_ Sponsor appreciation (thank you after sponsor has signed on)
- \_\_\_\_\_ Treasurer (typically the BP PTA treasurer)
- \_\_\_\_\_ Voice mail response (check and answer voice mail)
- \_\_\_\_\_ Water table (prepare water table on race course)
- \_\_\_\_\_ Web page editor
- \_\_\_\_\_ Writer (articles for newspapers, newsletters, requesting volunteers)

#### Race day helper

- \_\_\_\_\_ Awards and raffle presentation
- \_\_\_\_\_ Bag check
- \_\_\_\_\_ Burger sales
- \_\_\_\_\_ Data entry
- \_\_\_\_\_ Food and drink serving
- \_\_\_\_\_ Serve pancakes
- \_\_\_\_\_ Registration coordinator
- \_\_\_\_\_ Sign posting on race morning
- \_\_\_\_\_ Water table
- \_\_\_\_\_ Course monitor
- \_\_\_\_\_ Set up
- \_\_\_\_\_ Clean up
- \_\_\_\_\_ Finish line help
- \_\_\_\_\_ Registration help
- \_\_\_\_\_ T-shirt distribution
- \_\_\_\_\_ Volunteer coordinator (answer volunteer questions)

#### Post race help

- \_\_\_\_\_ Data entry (race day entries)
- \_\_\_\_\_ Sponsor mailing

If you have any questions, email Karen Saxena at [heypalermo@aol.com](mailto:heypalermo@aol.com) or call 650-856-6778  
Please turn this in to your teacher or the office.