**List of jobs for volunteers for 2021 Race**

If you are able to volunteer for any of the pre-race or race-day tasks below, then please email me on hannahtagney@hotmail.com and let me know which job you can assist with. Thank you!

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| Task | Info | Volunteer |
| Contacting sponsors for cash sponsorship and raffle prizes | * There is a list of companies (including contact details) available separately.
* Please put your name next to any of the companies that you are happy to contact, or email Hannah to let me know who you are contacting so I can update the list as necessary to avoid duplication!
* A donation request letter is also included separately which you can download and attach to any emails, or print out to give to them in person.
* Please email me to let me know who you have contacted, and what they have (or have not) pledged. Email: hannahtagney@hotmail.com
 | Please see separate sign-up sheet for with a list of potential sponsors to contact. |
| Contacting Morrison’s to see if they are willing to donate chocolate bars for the race goody bags again | * Email sarahaoconnell@icloud.com & ask if they would be willing to donate as they have done in previous years.
* We would need up to 700 chocolate bars for the 10k race goody bags. We may not need this many, as we may have to limit the numbers of runners due to COVID precautions, but we can contact her again as soon as we have a more definite number.
* Ask when we can collect them (we usually need them the day before the race and take to the village hall).
* A copy of the sponsorship request letter can be attached to the email for their records.
 | Please email Hannah @ hannahtagney@hotmail.com  |
| Contacting Booths to see if they are willing to donate bananas for the race goody bags again | * Email Dave Roberts at ripon@booths.co.uk ask if they would be willing to donate as they have done in previous years.
* Dave agreed to donate 850 bananas for the 2020 race which was cancelled. We may need up to 700 for the adult race, and 150 for the fun run. We may not need this many, as we may have to limit the numbers of runners due to COVID precautions, but we can contact him again as soon as we have a more definite number.
* Ask when we can collect them (we usually need them the day before the race and take to the village hall).
* A copy of the sponsorship request letter can be attached to the email for their records.
 | Please email Hannah @ hannahtagney@hotmail.com |
| Getting crafty with the 24 plastic medals from 2018 to cover up the date so we can use them for the fun run this year! | * If anyone can have a go at using a filler to fill in the “2018” date, sanding it down, and then painting it grey/silver again so we can use those medals for the fun run this year, it would be very much appreciated!
* Would a filler that you can get from a car repair shop work??
 | Please email Hannah @ hannahtagney@hotmail.com |
| Sorting annual Raffle license | * FROGS’ annual raffle licence expired in Dec 2020.
* We only need one PTA to have a valid raffle licence to cover us for this event.
* FROGS aren’t planning any other raffles this year, but we can sort a licence for FROGS if needed.
* It is a very quick & easy process, which takes around 5-minutes by going to the HBC website:

<https://my.harrogate.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-11f46d0f-0c8e-4a6e-801f-68a4a2278b32/AF-Stage-00d54bc8-8854-4ea6-8144-eb68ba06909b/definition.json&redirectlink=/en&cancelRedirectLink=/en&consentMessage=yes&noLoginPrompt=1>* It costs £20 to renew a licence and £40 to get a new licence if you haven’t had one previously, or if it has been more than 14 days since your last licence expired.
 | Please email Hannah @ hannahtagney@hotmail.com |
| Applying to Harrogate Borough Council to notify them of the Fountains 10k raffleFilling in the post-raffle statement paperwork and submitting it to HBC. | * Once we have a licence, we also need to do a separate application form for each raffle we then run on the Harrogate Borough Council website ([www.harrogate.gov.uk/gambling/small-society-lotteries](http://www.harrogate.gov.uk/gambling/small-society-lotteries) ) , with a post-raffle statement also to be submitted to the council within 3 months of the draw.
* Again, this is a very quick job that will only take a few minutes, but does need to be done to make sure the raffle is legal!
 | Please email Hannah @ hannahtagney@hotmail.com |
| Advertising Fun Run in schools, and distributing sponsorship forms | * We need a volunteer to send email communication out to all parents at both schools (with the help of our lovely admin team of course) to advertise the fun run for all pupils, and to distribute sponsorship forms, and then coordinate collecting in sponsorship after the race.
* The fun run takes place at 10am on 16th May, and is a 2km multi-terrain race (on road/tracks/across fields) which is open to all ages.
 | Please email Hannah @ hannahtagney@hotmail.com |
| Setting out the course(this might be longer than a 30-minute job I’m afraid!) | * When? Saturday 15th May
* What? Putting up directional signs, mile markers, signs for start/finish/toilets/parking, and setting out posts with barrier tape to funnel the runners at the start and finish.
 | 1. Rob Bullock
2. Jonathan Kitching
3. Olly Hallam
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| Erecting marquee on school field @ The Finish | Fri 14th May 9am (straight after school drop off)(30-minutes) | 1. Libbie Davies

8. |

**Race day jobs/tasks**

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| Parking coordinator:* Parking attendants on race day to co-ordinate parking system x 7
 |  | 1. Mark Hooley?
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| Race Marshals:1. Head Marshal
2. Last runner
3. Sweeper vehicle
4. Lead vehicle fun run
5. Lead vehicle for 10k race
6. Marshal 1
7. Marshal 2
8. Marshal 3
9. Marshal 4
10. Marshal 5
11. Marshal 6 – first aid trained preferable (?needs first aid kit as well?)
12. Marshal 7
13. Marshal 8
14. Marshal 9
15. Marshal 10
16. Marshal 11
17. Marshal 12
18. Marshal 13
19. Marshal 14
20. Marshal 15
21. Marshal 16
22. Marshal 17
23. Marshal 18
 |  | 1. Pam Acheson
2. Rob Bullock
3. Mark Hooley
4. Mark Hooley
5. Dan Clark
6. Pam Acheson
7. Rachel Bullock
8. Camilla
 |
| Fun Run race director:* Volunteer needed to start the fun run/ provide safety briefing, and do prize giving ceremony (using the podium for 1st, 2nd, 3rd places).
* Assistant needed to record 1st, 2nd and 3rd place winners for prize ceremony.
 |  | 1. Pam Acheson
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| Goody bag station (at finish line):* Fun run x 3 volunteers
* 10k Race x 5 volunteers
 |  |  |
| Collecting Race signs at start/finish/car parking/toilets/along the courseCollecting in posts and barrier tapeMarshals to bring signage from the moor section back in with them. |  | 3.4.6.7.8.  |
| Taking marquee down & Tidying up after race |  | 8.9.10. |