

## Clean-Up Volunteer Assignment

Thank you for volunteering to help with the Hike for the Homeless! We are so thankful to have volunteers to help us clean up after the event. This is an important and much needed role! **Though the major part of clean up and load up will not start until around noon, there are things that can be done starting at 11:00 a.m. Please meet at the Volunteer Registration Table at 10:45 a.m. for more instruction. You may need to check back several times for additional instruction.**

### From 11:00 to 11:30 a.m.

- Take down event directional signs (all along roads from Highway 100 to Hike event site (use a car to do this). Bring the signs to the parking area by the volunteer registration table
- Take down the big banners at the corner of Old Hickory and Vaughn Road, corner of Highway 100 and Old Hickory Blvd and at the corner of Vaughn Road and the turn into the picnic area. The stakes and banners should be brought to the parking area by the volunteer registration table.
- Help Registration break down items, pack in tubs and bring to the parking area by the volunteer registration area
- Take down the hike starting line and signs and bring them to the parking area by the volunteer registration area.
- Pop any balloons that are on the signage you take down, cut off the string, and throw away. Please do not release them into the air.

### From 11:30 to 12:00

- **Take down trail guide and stat signs from Hiking Trail. Bring the signs to the parking area by the volunteer registration table. This will require walking the hike trail and will involve several people. It will take a while to do this, please make this a priority. Disassemble these and lay h-frames in one pile and signs in another.**
- **We will need one set of volunteers to also retrieve the banner and stakes that is at the corner of Highway 100 and Old Hickory Blvd and the banner and stakes at the turn in to the park on Vaughn Road.**
- Check trash/recycling receptacles; tie closed and bring almost full bags to the trash cans closest to the registration picnic shelter to make a big trash pile. Recycle bags go in a separate pile away from the main trash pile. These will be loaded on the truck. Check the bathroom to empty trash.

### From 12:00 to 2:30 (some of this is dependent on when crowd starts to leave)

- Gather all signage and banners (and the posts) from the hiker event area. Bring to parking area by the volunteer registration area. Take the banners off of the posts and carefully roll them up.
- After the t-shirt tent volunteers have inventoried the number of shirts left over, pack up t-shirts at the t-shirt station, put in tubs and bring to parking area by volunteer registration.
- Assist food tent volunteers in cleaning up from lunch; pack up supplies; pack up food (need someone to take leftover food). Bring grills, coolers, etc. to the parking area by volunteer registration. Dump out any ice into the grass (away from where people are walking.)
- Gather supplies and items from Football Toss, Children's activities, FacePainting, etc. Pack in tubs and bring to parking area by volunteer registration
- Gather supplies and materials from the Info Booth, First Aid, Photo Booth, Hike Signs area, Children's area, etc.
- Gather all trash receptacles-- the trash in bags should be placed near the trash cans by the picnic shelter. The blue receptacles should be broken down and stacked in the parking lot near volunteer registration.
- Bring extra supplies and trash from the bathrooms
- Clean up/ Pack up/ Load up U-Haul
- We may need volunteers to also follow us to Safe Haven to unload.

***Note: Please leave all tents, tables & chairs where they are. Do not break them down. The rental company will pick them up where they are in the event area. No need to bring them to one location.***

# Edwin Warner Park Map

