

### Clean-Up Volunteers

Thank you for volunteering to help with the Hike for Safe Haven! Please arrive at 12:00p.m. for your shift. **When you arrive, check in at the Volunteer Registration table, and then proceed to your assigned area.**

#### During your shift:

- 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.
- **We will need one set of volunteers to also retrieve the banner and stakes that is at the corner of Vaugh Road and Old Hickory Blvd.**
- 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
- 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 them to the parking area by volunteer registration.
- 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.
- Assist food tent volunteers in cleaning up from lunch; pack up supplies; pack up food (need someone to take leftover food). Bring supplies, 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** \_\_\_\_\_
- Bring extra supplies and trash from the bathrooms
- Clean up/ Pack up/ Load up U-Haul
  
- Some volunteers may be asked to assist with guiding cars to the exit!!

***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.***