



Komen Greater Evansville

Volunteer Manual

The Greater Evansville Affiliate
Susan G. Komen for the Cure®

Revised: April 2011



Dear Komen Greater Evansville Volunteer,

Thank you for registering as a volunteer for the Greater Evansville Affiliate of Susan G. Komen for the Cure®! We greatly appreciate your willingness to share your time and talents with us. Our hope is to provide a rewarding volunteer experience while contributing to the fight against breast cancer.

While you may find this manual lengthy, it is very informative and we urge you to read it thoroughly so that you can have a good grasp of our national and local principals and mission. If you have any questions, problems, suggestions, or general comments please feel free to contact Lauren Burch at lauren@komenevansville.org or 812-962-2202.

Again, thank you for taking the first step to join Komen's mission with the Greater Evansville Affiliate of Susan G. Komen for the Cure. We look forward to working with you!

Sincerely,

Carolyn Beck

Carolyn Beck, Board President
Greater Evansville Affiliate
Susan G. Komen for the Cure®



Table of Contents

National Information	
About Susan G. Komen for the Cure®	4
Where We Were	5
Where We Are Now	6
Our Vision.....	7
Affiliate Information	
Greater Evansville Affiliate – 1998 to Present	8
Volunteer Program	
Mission Statement/Bill of Rights	9
Policies and Procedures.....	10
Do’s and Don’ts When Representing Komen	12
How To Answer Questions as a Volunteer	13
Volunteer Opportunities	
Ongoing Opportunities	15
Pre-Race Opportunities.....	16
Race Opportunities.....	17
Other Event Opportunities	19
Komen Staff and Board Members	
Staff and Board Members	19



Susan G. Komen for the Cure®

Established 1982

Susan G. Komen for the Cure was founded on a promise made between two sisters – Susan G. Komen and Nancy G. Brinker. Suzy was diagnosed with breast cancer in 1978, when it was rarely discussed in public and little was known about the disease. Before she died at the age of 36, Suzy asked her sister to do everything possible to bring an end to breast cancer. In 1982, Nancy kept her promise by establishing Susan G. Komen for the Cure in Suzy's memory.

Now, Komen for the Cure is the nation's largest private funding source for breast health and breast cancer. For over twenty-five years, Komen has provided funding for basic, clinical and translational breast cancer research and for innovative projects in the areas of breast health education and breast cancer screening and treatment. In addition, Komen awards three post-doctoral fellowships to individuals working under the guidance of experienced cancer researchers in order to recruit and retain young scientists in the field of breast cancer research. Credited as a leading catalyst in the fight against breast cancer, Komen runs one of the most innovative, responsive grant programs in breast cancer today with a focus on research grants with potential for high impact that may not be considered by other agencies.

In addition to funding research, Komen and its Affiliate are dedicated to supporting and funding non-duplicative, community-based breast health education and breast cancer screening and treatment projects for the medically underserved.

As Susan G. Komen for the Cure® continues to invest in discovering and delivering the cures for breast cancer, we are happy to announce that our total mission investment since inception has reached more than **\$1.9 billion!** This is evidence that we are keeping our promise to end breast cancer forever. That number represents our total investment in research and community programs focused on education, screening and treatment for our Komen family members in need.

The Foundation is a 501 (c)(3) organization as determined by the Internal Revenue Service. The Foundation is approved as a participant in the Combined Federal Campaign (CFC) and is a national federation member of Independent Charities of America (ICA).



Where We Have Been....

1982 Nancy Brinker founds the Susan G. Komen Breast Cancer Foundation on July 22 in Dallas, Texas in her sister’s memory with \$200 and a shoebox of friends’ names to call on for help.

1982 The Komen Foundation holds its first fundraising event, a women’s polo tournament and lawn party and awards its first grants totaling \$30,000 to M.D. Anderson in Houston and Baylor University Medical Center in Dallas.

1983 The first Komen Race for the Cure® is held in Dallas, Texas with 800 participants.

1989 The Komen Foundation expands its grassroots approach by adding its first “chapter” outside of the Dallas area in San Francisco, CA. Chapters are renamed Affiliates six years later.

1989 1.800.I’M AWARE®, the Komen Foundation’s national toll-free breast cancer helpline is established to provide callers with responses to questions, local resources and moral support.

1989 Only 54 percent of American women ages 40 and older receive a mammogram.

1990 The first community grants were awarded by Komen Affiliates.

1994 Komen-funded researcher, Mary Claire-King, M.D., discovers the gene mutation BRCA1, an indicator for inherited forms of breast cancer. The Komen Foundation has also provided funding for V. Craig Jordan, Ph.D., the scientist who discovered tamoxifen and Leland H. Hartwell, Ph.D., who won the 2011 Nobel Peace Prize in Physiology or Medicine for his work in cancer research.

1998 The first Race for the Cure was held in Evansville, drawing 5,000 participants, more than local and national expectations.

1999 The Greater Evansville Affiliate is started.

1999 Seventy-one percent of American women age 40 and older receive a mammogram – a third more than in 1989.

2001 Worth Magazine names the Komen Foundation one of “America’s 100 Best Charities” out of more than 819,000 charities in the United States. Of the 27 health organizations named to the “100 Best” list; the Komen Foundation was one of only two organizations solely focused on women’s health.



Where We Are Now...

2002 The Komen Foundation has more than 75,000 volunteers working through a network of more than 100 U.S. and international Affiliates, making it one of the more progressive grassroots organizations in breast cancer today.

2002 The Komen Foundation's website, www.komen.org, provides up to the minute information about research findings, clinical trials, local outreach programs, volunteer opportunities, events and Komen Foundation programs and partners.

2003 The Komen Foundation celebrates the 20th Anniversary of the Komen Race for the Cure, a series of more than 100 races around the world. It is the largest series of 5K runs/fitness walks in the world. This year, more than one million people are expected to participate.

2004 Together with its Affiliate Network, corporate partner and generous donors, the Komen Foundation has raised \$750 million for the fight against breast cancer since inception. In fiscal year 2003-04, 75 cents of every dollar raised was spent on mission and grant programs.

2007 The 25th anniversary of the organization, it changed its name to Susan G. Komen for the Cure, trademarked a new logo, and adopted the explicit mission "to end breast cancer forever."

2007 Komen reaches milestone of \$1 billion invested in the breast cancer movement and pledges to invest another \$1 billion in the next decade.

2008 Komen celebrates \$100 million awarded in research grants, representing the largest single-year investment in research in the organization's 26-year history.

2010 Of the more than \$1.5 billion Komen has invested since its inception, \$540 million has gone to research alone.

2011 Susan G. Komen for the Cure announces that since inception, more than \$1.9 billion has been invested in furthering the Komen mission!

Our Vision:

A world without breast cancer.

Our Promise:

To save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.

Our guiding principles were born from a simple promise made between two sisters...

- ✧ We believe in the power of the individual – recognizing the extreme value of one and the dynamic force of many.
- ✧ We honor volunteerism and foster the spirit to serve by the lives that we touch.
- ✧ We nurture an environment where people are valued and treated with dignity, respect and fairness.
- ✧ We are committed to being a positive agent of change – demonstrating compassion and integrity in all that we do.
- ✧ We believe that distinguished financial performance is a must, not as an end belief, but as a means to accomplish our broader mission.



The Greater Evansville Affiliate

Established 1999

The Greater Evansville Affiliate of Susan G. Komen for the Cure is one of over 120 Komen affiliates in the world. By having a local affiliate in the Greater Evansville area, we are able to address the unique community and individual needs of our service area. Komen Greater Evansville was established in 1999 when two friends wanted to join the fight against breast cancer. The first Evansville Race for the Cure was held in September of 1998, with over 5,000 people participating, surpassing all local and national expectations.

In 1999, the Race for the Cure doubled in size, drawing 10,230 participants and raising over \$465,000. \$158,000 was granted out to organizations in the Komen Greater Evansville's 28 county service area.

In 2010, over \$446,500 was granted out to eleven organizations and over \$200,000 was given to Komen National to help in the funding of innovative research projects.

What makes the Greater Evansville Affiliate so unique is that up to seventy-five percent of the net proceeds raised by the Affiliate are dedicated to fighting breast cancer locally in the Greater Evansville 28 county service area. Grants are awarded each year to local hospitals and community organizations that provide innovative outreach and awareness programs for medically underserved women and men. A minimum of twenty-five percent of the net proceeds raised by the Affiliate are given to Komen National to help fund the Komen Award and Research Program.

Year	Race Participants	Total \$ Raised	\$ Granted	\$ Given to Research
1998	5,200		-	
1999	10,230	\$465,000.00	\$158,000.00	
2000	14,275	\$837,993.00	\$415,171.00	\$162,673.00
2001 (changed FY dates)	15,739	\$143,150.00		
2002	16,376	\$952,185.00	\$387,251.00	\$147,230.00
2003	14,297	\$1,305,278.00	\$447,233.00	\$154,194.00
2004	15,432	\$1,393,651.00	\$430,379.00	\$157,079.00
2005	14,571	\$1,155,048.00	\$434,323.00	\$219,749.00
2006	14,717	\$1,009,546.00	\$401,776.00	\$208,977.00
2007	16,898	\$1,310,892.00	\$495,707.00	\$171,001.00
2008	18,411	\$1,197,076.00	\$521,821.00	\$192,183.00
2009	15,587	\$1,472,920.00	\$561,136.00	\$204,687.00
2010	15,111	\$1,505,564.84	\$491,486.98	\$215,370.98
Total	186,844	\$12,748,303.84	\$4,718,758	\$1,670,470.98

Komen Greater Evansville Volunteer Program

Mission Statement

To provide a proactive volunteer program that recruits, orients, trains, develops, evaluates and recognizes a diverse volunteer group to carry out the work of the Greater Evansville Affiliate within our community and to contribute to the affiliate's success in fundraising and breast health advocacy.

Volunteer Bill of Rights

It is your right:

- ✿ To be assigned to a task that is worthwhile and challenging.
- ✿ To receive the orientation, training and supervision needed to do the job.
- ✿ To feel that your efforts have real purpose and contribute to Komen's mission.
- ✿ To receive useful feedback and evaluation on the volunteer work that you perform.
- ✿ To be treated with respect and as an equal partner within the organization.
- ✿ To be kept informed about relevant matters within the organization.
- ✿ To be trusted with confidential information necessary to carry out your assignment.
- ✿ To expect that your time will not be wasted because of poor planning or poor coordination by Komen.
- ✿ To ask any questions that will clarify a task or assignment.
- ✿ To give an organization input or advice on how to better accommodate the needs of their future volunteers.

It is your responsibility:

- ✿ Not to take on more responsibility than you can handle.
- ✿ To meet time commitments or to provide notice so alternative arrangements can be made.
- ✿ To perform the tasks assigned to you to the best of your ability.
- ✿ To provide input on ways your tasks might be better performed.
- ✿ To follow organizational policies and procedures.
- ✿ To respect those confidences entrusted to you.
- ✿ To be open-minded and respectful towards opinions shared with you.
- ✿ To notify the organization in advance of absences or schedule changes that may affect them.
- ✿ To accept reasonable requests without complaints.
- ✿ To communicate and work with others in the organization if the task calls for it.



Volunteer Policies and Procedures

Application Process

Once your volunteer application has been received by the Affiliate, you will be added to the Affiliate volunteer database. If you have opted in to receiving information from the Affiliate, you will receive our weekly newsletter and other emails which contain volunteer opportunities and other Affiliate updates.

Volunteer Training

Volunteer orientation is held twice a year. Background information on the Susan G. Komen for the Cure organization and information on breast health is shared and volunteer needs for upcoming programs and events are reviewed.

Susan G. Komen Race for the Cure® volunteers are encouraged to attend at least one of the training sessions to get a better feel for the organization.

Training for specific jobs takes place on an ongoing and as-needed basis by staff members and committee chairs.

Level of commitment

The levels of responsibility are as varied as the volunteer opportunities. One-day events include office projects, fundraisers and health fairs. Those interested in volunteering more regularly can help in the office on an ongoing basis, do work from home or join a planning committee for one of our events or programs (this usually entails monthly meetings). For a higher level of commitment, you can take on a leadership role as a committee chair and subsequently work your way up to fill a seat on the Affiliate Board of Directors.

Office Equipment

The Affiliate has computers, printers, a copy machine, a fax machine, phones and Internet access available for Affiliate-related projects. If your position requires the use of any of this equipment, please feel free to use it during office hours once you have been trained how to do so. Personal use of this equipment is not permitted.

Dress Code

Please make sure to dress appropriately for the event or activity that you are volunteering. While some events will call for a Race or Affiliate t-shirt other events may require more of a business casual or business attire. Please check with the Volunteer Coordinator about proper attire before arriving at your event or activity.



Scheduling

Volunteers are typically signed up for shifts at least two weeks in advance. Shifts usually last no more than 4 hours and it is very important that you are punctual and stay for the entire shift. If you're unable to fulfill the shift you have signed up for, please try to find an Affiliate volunteer to take your place and notify the Volunteer Coordinator of the change. If it is not possible, contact the office at least 48 hours in advance so we have time to find a replacement.

Dispersing Information

When you're representing the Affiliate, people may ask you questions about breast health and breast cancer. If you are not sure about the answer to a question, don't guess. Also, do not give medical advice. People will assume that what you say reflects the position of the organization. Information is always available on the Affiliate website, on our headquarters website (www.komen.org) and our toll-free breast care helpline at 1.877 GO KOMEN.

Confidentiality

Anyone who gains knowledge of confidential matters while volunteering may not take advantage of such information for personal gain, or disclose it to anyone. Information about donors and volunteers will not be disclosed to third parties without prior consent. If you are unsure as to whether information is confidential, please ask a staff member or a Board member.

Conflict of Interest

Every Affiliate officer, board member, employee, staff member, grant reviewer, Race director, committee chair and committee or task force member shall perform his or her duties in an honest and ethical manner and shall avoid any conflict, or the appearance of any conflict, between personal, professional, or business interests and the interests of the Komen organization (including Komen Headquarters and each Affiliate). Each such person will be required to annually submit a disclosure statement provided by Komen Headquarters. An individual's disclosure statement must be updated by such individual whenever merited by changed factual circumstances. If any Affiliate officer, board member, employee, staff member, grant reviewer, Race director, committee chair or committee or task force member has any direct or indirect interest in, or relationship to, or will derive any personal benefit or advantage from, any individual or organization that has entered or proposes to enter into a transaction with the Affiliate, such person shall provide prompt written notice of such interest or relationship to the Affiliate's Board of Directors, withdraw from the meeting and abstain from participating in or informally influencing the decision-making process, except to provide factual information upon request.

Reimbursement policy

Travel expenses while on Affiliate business can be reimbursed by presenting an expense report voucher to the person approving the travel. The expense report must be submitted within 10 days of completion of the travel with receipts attached for each item. Any purchase for which a volunteer plans to be reimbursed must be approved by the Executive Director prior to the time of purchase, and a receipt must be submitted following the purchase. Mileage is not reimbursable but may be claimed as a donation on personal income taxes.

Do's and Don'ts When Representing Susan G. Komen for the Cure®

Do's

- 👉 **Listen**...more often than not when someone approaches our booth and starts a conversation they just want someone to listen to their story.
- 👉 **Be Empathetic**...I understand...I can't imagine...or I am sorry for your loss
- 👉 **Be Helpful**...offer to get information that you do not know; do it as quickly as possible.
- 👉 **Be Careful**...about using words that may be inappropriate or offend others. For example, say "breast" not "boob: When referring to mastectomy don't use a term like "cut off."
- 👉 **Dress appropriately** for the event. Business casual is the norm. If you have one, please wear your name tag.
- 👉 **Know As Much As You Can** about Susan G. Komen for the Cure and breast health and the difference between scientific facts and myth.
- 👉 **Enjoy Yourself** and the new friends you have made!
- 👉 **Encourage** people to be on our volunteer, e-mail, survivor lists, etc. Be sensitive to privacy issues.

Don'ts

- 👉 **Do Not Volunteer** your personal "story" unless asked. Don't underestimate your influence on others experience. Keep the conversation positive.
- 👉 **Do Not Judge** others or their experience, do not set yourself up as the example to follow.
- 👉 **Do Not Offer** medical advice, provide physician referrals or give personal opinions (thoughts, concerns or biases). Suggest they speak with their physician.



- ✿ **Do Not Get Into Politics**, religion or morality...breast cancer does not discriminate.
- ✿ **Do Not Speak to the Media** on behalf of Susan G. Komen for the Cure. Encourage them to contact our Affiliate office at 812-962-2202.
- ✿ **Do Not Promote** other non-Komen events, products, organizations without permission.
- ✿ **Do Not Drink** alcoholic beverages or smoke while representing Komen.

How to Answer Potential Questions as a Komen Volunteer

As a volunteer, you are a Komen representative and people will be coming to you with any and all of their questions. We want you to be as prepared and as comfortable as possible in providing answers. Taking all you have learned so far, it is our hope that you will answer these questions politely, thoroughly and to the best of your ability and knowledge. **Please remember that if you are unsure of an answer to a question, please do not be afraid to say that you do not know the answer and refer them to a Komen staff member for the answer.**

Question 1: If I make a donation, how will my money be used?

Answer: Up to 75% of the net proceeds will be used for local breast health and breast cancer programs in the Greater Evansville Affiliate service area. A minimum of 25% of the net proceeds fund national breast cancer research through the National Komen Award and Research Program.

Question 2: When is the Race for the Cure and how do I register?

Answer: The Greater Evansville Race for the Cure is always held in September and generally on the Saturday of the fourth weekend. You can register online at www.komenevansville.org or via a paper entry form that can be downloaded or found in businesses around the service area. The Race is held in Downtown Evansville and the deadline to register is Race morning.

Question 3: Where does the Race take place and how long is it?

Answer: The Greater Evansville Race for the Cure takes place in Downtown Evansville. There are two different races that people can participate in. The main race is the 5K or 3.1 mile run/walk. There is also a 1 mile family fun run/walk.

Question 4: Do I have to collect pledge money to participate in the Race?

Answer: You are not obligated to collect pledge money to participate in the Race, but we do encourage everyone to raise as much money as possible in order to increase our contribution to the fight against breast cancer in the Greater Evansville area. Every little bit helps and if each person collected \$100 in pledges, we would raise more than \$1.5 million!

Question 5: What are the signs of breast cancer?

Answer: The signs of breast cancer are not the same for all women. In fact, some women have no signs that they can see. If you experience any of these symptoms, you should see a doctor right away:

- 👉 A lump, hard knot or thickening
- 👉 Swelling, warmth redness or darkening
- 👉 Change in breast size or shape
- 👉 Dimpling or puckering of the skin
- 👉 Itchy, scaly sore or rash on the nipple
- 👉 Pulling in of your nipple or other parts of the breast
- 👉 Nipple discharge that starts suddenly
- 👉 New pain in one spot

Question 6: So generally what does your organization recommend in terms of breast health?

Answer: Susan G. Komen for the Cure recommends the following guidelines:

- 👉 Know your risk.
 - Talk to your family to learn about your family health history.
 - Talk to your doctor about your personal risk of breast cancer.
- 👉 Get screened.
 - Ask your doctor which screening tests are right for you if you are at a higher risk.
 - Have a mammogram every year starting at age 40 if you are at average risk.
 - Have a clinical breast exam at least every 3 years starting at 20, and every year starting at 40.
- 👉 Know what is normal for you.
 - See your health care provider right away if you notice any of the changes mentioned in Question 5.
- 👉 Make healthy lifestyle choices.
 - Maintain a healthy weight.
 - Add exercise into your routine.
 - Limit alcohol intake.



Question 7: What types of breast health resources are available to me?

Answer: There are many resources available to you including support groups and information about breast cancer. To learn more about resources in your area, call the Greater Evansville Affiliate office at 812-962-2202 or 888-KOMEN 20. You can also visit our website at www.komenevansville.org.

Greater Evansville Affiliate Volunteer Opportunities

Ongoing Opportunities

Board Member – Serve as a member of our Board of Directors. The Board conducts monthly meetings and oversees all activities of the Affiliate. Please note: Due to a limited number of positions on our Board of Directors, you would not be contacted until a vacancy exists. At that time, you will be asked to complete an application for consideration.

Data Entry – Volunteers are needed to help create a variety of databases and lists, as well as input of Race registrations. Computer knowledge/typing skills are necessary. Most data entry takes place during mid-August to just after the Race in September.

Education Committee – Any volunteer with an interest in educating the community about breast cancer is invited to participate on the Education Committee. The committee’s responsibility is to plan and participate in the educational activities of the Affiliate. This committee meets monthly. A medical background is not required to participate on the committee.

Marketing – Assist with the development, creation and execution of marketing information for Affiliate events and activities.

Office Assistant – Opportunities arise throughout the year where clerical help is needed in the Affiliate office for a few hours or a few days. We would like to have a list of volunteers who can be contacted on short notice to come and assist during the months leading up to the Race as well as other times throughout the year.

Speaker’s Bureau/Educational Functions – Volunteers are needed to speak to various groups about health topics and Affiliate events and to work health fairs and other education functions.



Sponsorship/Fundraising – Assist in maintaining relationships with current corporate sponsors for events and securing new sponsors for support. Assist with coordinating the collection of food and beverages for events as well. Anyone with grant writing experience that can help the Affiliate expand our fundraising efforts would be an asset.

Treasury - Assist with treasury duties of the Affiliate throughout the year. Bookkeeping/accounting experience helpful. The month prior to the Race there is a larger need for Treasury volunteers both day and evening.

Volunteer Recruitment/Development - Assist with recruiting new volunteers, ensuring that all activities and events are adequately staffed with volunteers and that the volunteers are properly informed to perform the task.

Pre-Race Opportunities

(Race Committee meetings begin in May and are held monthly through October)

Awards Ceremony/Race Course Entertainment - Assist with planning the post race awards ceremony and entertainment along the Race course. (May through September)

Data Entry - Volunteers will be called upon to help input Race registrations and to do quality checks on information already input. Computer knowledge, typing and proof-reading skills are necessary. (August & September)

Deliver Sponsor Gifts & Pink Ribbons - Assist with delivery of sponsor gifts and pink sheet metal ribbons to Race sponsors. (2-3 weeks in September)

Distribute Marquee Letters - Assist with delivery of letters to area businesses that have marquees asking them to promote the Race. These letters are already written and need only be distributed. This will be approximately three weeks prior to the Race and can be done anytime during the normal hours of the identified businesses.

Entry Form Distribution - Assist with distributing entry forms to various sites throughout the community and ensuring that they are continuously available. (July to September)

Friends for the Cure® Donation/Pledge Program/Prize Distribution - Volunteers are needed to help count and record cash and checks turned in by participants in the Donation Program. Volunteers are also needed to help develop incentives and ways to expand this program. (May through September)

High School Challenge – The High School Challenge is a competition between high schools in the 28 county service area to see who can get the highest participation from within the school. The High School Challenge Committee talks to high schools about participation and encourages them along the way.



Komen KidZone – The Komen KidZone is the an area where kids can play on Race day. People are needed to help coordinate this area which includes games and different activities for children aged 3 to 12.

Late Registration/T-shirt Pickup - Assist with taking Race registrations and distributing Race t-shirts and bibs to individual participants. Patience and efficiency are required to work in this fast paced environment. Survivor registration is conducted by fellow survivors. If you are a survivor and are interested in working this particular area, please let us know. (one week in September)

Merchandise - Volunteers are needed at Late Registration/T-shirt Pickup to sell merchandise and also again on the morning of the Race. Patience and efficiency are required to work in this fast paced environment. Bookkeeping/Accounting experience is not required but large amounts of money will be transacted and knowledge of how to run a credit card will be helpful.

Puttin' On the Pink - Assist with planning and coordinating the activities, including a kick-off event, to build momentum and excitement during the week prior to Race Day. (May through September)

Race Course Entertainment – Entertainment is needed along the Race route and the Race Course Entertainment Chair/Committee coordinates the different entertainment groups along the way.

Signage/Banners - Communicating with Race & Committee Chairs to identify signage & banner needs. Assist with ordering and properly placing all signage necessary for Race Day. (July through September)

Site Set-up - Assist with orchestrating the race site layout plan and coordinating the setup. (May through September)

Survivor Chair – Coordinates the Race Day survivor area, which generally includes food, door prizes and other drawings.

Team Committee - Assist with increasing team participation in the Race and maintaining communications with the team captains. (May through September)

Team Distribution - Assist Team Committee with delivery of t-shirts, bibs, etc. of large teams. Volunteers need to be able to lift heavy boxes. Trucks, vans, mini-vans and SUVs are needed. Distribution will be the week prior to the event.



Team Packing - Assist Team Committee with packing of t-shirts and other Race information. Team packing is done approximately two weeks prior to the Race event. Bending & heavy lifting may be required.

Team Tailgate – Volunteers are needed to serve on the Team Tailgate Committee. This committee plans the Team Tailgate area and coordinates donations and items for the area.

Wait for Deliveries - The local and national sponsors donate items that are given away on Race day. These items are delivered to our Race Headquarters throughout the entire month before the Race. We need volunteers who are willing to sit at our Race Headquarters and accept deliveries. We split the day into 4-hour shifts. Some days there will be pre-race prep work that you can do while you wait, but you are always welcome to bring crafts or books to occupy your time.

Race Day Opportunities

Bag Check - Volunteers are needed to tag, store and return articles “checked” by participants as they walk/run in the Race.

Distribution of Educational Material - Race day is a great opportunity for us to distribute educational materials to the public and inform them about our mission. We need volunteers to help distribute this literature.

Expo Goody Pickup - Assist with organizing the distribution of sponsor donated items.

Finish Line - Volunteers are needed to direct runners/walkers to the proper finish line.

Food and Beverage - Volunteers are needed to distribute food and beverage around site on Race Day. Volunteers are also needed to work the food area on Race Day. Heavy lifting is involved in food distribution.

I AM THE CURE – Help promote Komen’s message of early detection by helping pass out different items, working the I AM THE CURE tent, roaming the crowd spreading the message. and cheering participants along the Race route.

Komen VIP Hospitality Tent - A benefit of participating in our Komen VIP program includes entrance into the hospitality tent for some post-race refreshments. Volunteers are needed to arrange and serve the food and keep the tables cleaned.

Merchandise - Volunteers are needed to sell merchandise the morning of the Race. Patience and efficiency are required to work in this fast paced environment. Bookkeeping/Accounting experience is not required but large amounts of money will be transacted and knowledge of how to run a credit card will be helpful.



Parking - Approximately 50 people are needed to monitor parking lot entrances and allow only authorized vehicles to enter specified areas. Knowledge of downtown parking areas will be helpful to guide participants to other areas.

Post-Race Clean Up - After the Race, many volunteers are needed to quickly clean trash and return the site to its normal condition. Heavy lifting may be required.

Race Course/Traffic Control/Bike Patrol - At least 50 volunteers are needed on the Race course to assist with traffic control and runner/walker safety. Knowledge of the Race course and outlying areas will be helpful to guide participants.

Recycling - Help keep the Race for the Cure a green event by assisting with the recycling of Race items. There is a recycling committee that coordinates the recycling and also volunteers that carry out the recycling of goods on Race day.

Survivor Parade of Pink - Assist with the coordination of pre-race recognition and introduction of survivors.

Survivor Tent - Volunteers are needed to help organize and distribute food in the Survivor tent on Race Day.

Team Identifier - The Team Identifier Contest is conducted every year by people voting on their favorite team t-shirt with money. People are needed to man the Team Identifier tents and also to collect the t-shirts the week prior to the Race.

Team Tailgate - Volunteers are needed to assist in the Team Tailgate area to make sure teams have what they need and to answer any questions that may arise.

Volunteers on Standby - Standby volunteers are stationed at the Volunteer Tent and are sent to various areas that request help.

Other Komen Events

Bowl for the Cure® - Evansville, Owensboro and Henderson each host a Bowl for the Cure event. Volunteers on this committee are responsible for organizing this bowling fundraiser event. The Evansville Bowl is usually held in July, the Owensboro Bowl in August and the Henderson Bowl in April. Please check our website, www.komenevansville.org, for the exact dates each year.

Pink Sunday - Through this Education Committee event, breast health literature is distributed through churches on Mother's Day. Volunteers are needed to help stuff approximately 20,000 packets of breast health materials.



Komen Staff and Board Members

Staff

Sheila Seiler – Executive Director
sheila@komenevansville.org

Sally Britt – Community Outreach Coordinator
sally@komenevansville.org

Lauren Burch – Office Coordinator
lauren@komenevansville.org

Board of Directors

Carolyn Beck – President
Marty Custis
Joan Finch
Cathy Franey
Suzanne Hilbert – Secretary
Julie Jarvis – Treasurer
Georgiann Leonard
Deb McKinney-Huff
Marcia Minton
Allen Mounts
Brenda Phelps
Doris Razzano
Elissa Shetler
Jill Trautvetter
Pilar Tirado