

# Volunteer Opportunities

## **BEFORE THE WALK**

### **Phone Calls (5:30 p.m. to 8:00 p.m.)**

Volunteers needed to make phone calls to past and new Walkers inviting them to participate in IG Wealth Management Walk for Memories. This opportunity is great for people who are comfortable on the phone and who have great communication skills.

#### **Where: Alzheimer Society Toronto**

20 Eglinton Avenue West, 16<sup>th</sup> floor, Toronto, ON, M4R 1K8

**When: Once per month** (November 2018 – January 2019)



### **Event Set Up (12:00 p.m. to 5:00 p.m.)**

Volunteers needed to set up the event at Sheraton Centre Toronto Hotel. This role is physical and requires heavy lifting. This opportunity is great for small/large groups.

**Where:** Sheraton Centre Toronto Hotel, 123 Queen Street West, Toronto, ON

**When:** Friday, February 1, 2019

## **ON WALK DAY**

**When: Saturday, February 2, 2019**

**Where:** Opportunities available from starting point, through the Path to the finish location.

**Start Location:** Royal Bank Plaza, 200 Bay Street, Toronto, ON

**Finish Location:** Sheraton Centre Toronto Hotel, 123 Queen Street West, Toronto, ON

## **Volunteer Opportunities located at Royal Bank Plaza:**

### **Set-Up & Clean Up (7:00 a.m. to 10:30 a.m.)**

Assistance setting up the Walk starting point (including tables, clip boards, posters, signs, etc.) and then cleaning up these items once Walkers have left the starting point.

### **Royal Bank Plaza Greeters (7:30 a.m. to 10:30 a.m.)**

Greet participants and volunteers and direct them to the event starting point.

### **Registration Line Checkers (7:30 a.m. to 10:30 a.m.)**

Meet and greet the Walkers in line to start the Walk. In pairs, ensure Walkers have completed the registration process and if not, have them complete the forms there in line.

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## **Volunteer Registration Table (7:30 a.m. to 10:30 a.m.)**

Assisting Manager of Volunteer Services to check in volunteers, hand out t-shirts and nametags per role.

## **Information Runner (7:30 a.m. to 12:00 p.m.)**

Info Runners are in charge of providing information and directions to Walkers. You may be asked to help out in other volunteer areas that require additional help.

## **Talent Wranglers (7:30 a.m. to 12:00 p.m.)**

Responsible for meeting the entertainment and making sure they are in the right place and ready to play for when the Walk begins. Done in pairs – if you do not have a pair, we will match you with another volunteer.

## **Sponsor Wranglers (7:30 a.m. to 12:00 p.m.)**

Responsible for meeting Sponsor’s and making sure they are in the right place and all set up for when the Walk begins. Done in pairs – if you do not have a pair, we will match you with another volunteer.



## **Photographer (7:30 a.m. to 12:00 p.m.)**

Looking for experience photographers to capture a variety of photos on even day. Your own camera/equipment is required.

## **Marshals (7:30 a.m. to 12:00 p.m.)**

Groups of marshals needed to greet, cheer and direct our walkers through the Walk route. This opportunity is great for small/large groups.

## **Freddie the Flower Mascot (8:00 a.m. to 12:00 p.m.)**

Looking for energetic and outgoing volunteers to wear our “Freddie La Fleur” mascot costume. Walk through the event motivating walkers and spreading team spirit!

## **Volunteer Opportunities located at Sheraton Centre**

### **Toronto Hotel:**

## **Sheraton Centre Shuttle Greeters (7:00 a.m. to 9:00 a.m.)**

Greet those who stayed overnight at the Sheraton, direct and assist participants to the shuttle which will take them to the start point at Royal Bank Plaza.

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## **Volunteer Registration Table (7:00 a.m. to 12:00 p.m.)**

Assisting Staff to check in and check out volunteers, direct, hand out t-shirts and nametags per volunteer role.

## **Wall of Memories (9:00 a.m. to 12:00 p.m.)**

Assist Walkers with writing who they are walking for and post on the Wall of Memories.

## **Information Runner (7:30 a.m. to 12:00 p.m.)**

Info Runners are in charge of providing information and directions to Walkers. You may be asked to help out in other volunteer areas that require additional help.

## **Kids Zone (9:00 a.m. to 12:00 p.m.)**

Coordinate and assist facilitation of activities in the Kids Zone. Volunteers should be friendly and outgoing.

## **Registrars (8:00 a.m. to 12:00 p.m.)**

Working in pairs, Registrars will ensure the registration process is completed for all attendees and collect personal pledges that participants have raised.

One-night Training Session for Registrars Tuesday, January 22 **OR** Wednesday, January 23 from 6:00 p.m. to 7:30 p.m.

## **Registration Assistants (9:00 a.m. to 12:00 p.m.)**

Volunteers needed to help at registration by bringing envelopes between the registrars and comptrollers. This position requires standing for a prolonged period of time.



## **Registration Line Checkers (7:30 a.m. to 10:00 a.m.)**

Volunteers to direct participants into the right line per online or offline fundraising, ensure they have all their forms completed and cheques/money are ready. Volunteers should be outgoing and friendly.

## **Comptrollers (8:00 a.m. to 12:00 p.m.)**

Transfer information from walkers' envelopes onto tally sheets. Must be extremely good with numbers and calculators.



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### **Incentive Helper (9:00 a.m. to 12:00 p.m.)**

Responsible for handing out incentive prizes per registrants qualified incentive. Position involves moving between stations to collect prizes to be distributed. This position requires standing for a prolonged period of time.

### **Clean-Up (12:00 noon to 1:30 p.m.)**

Assistance needed to strike down the event. This role is physical and requires heavy lifting.

## **AFTER THE WALK**

### **Finances: The Counting House (10:30 a.m. to 2:30 p.m.)**

Recruiting individuals willing to count and verify pledge monies after the Walk.

**When: Monday, February 4, 2019**

**Where: Alzheimer Society Toronto**

20 Eglinton Avenue West, 16<sup>th</sup> floor, Toronto, ON, M4R 1K8

*\*Timing of roles and opportunities may be subject to change.*

**To sign up to volunteer for any of the above opportunities,  
please contact Katie Berkelmans, Manager of Volunteer Services  
at 416-847-8914 or [kberkelmans@alz.to](mailto:kberkelmans@alz.to)**