

Volunteer position: Logistics chair

Hours per month: 2-5 hours per month (more during month leading up to the event)

Key responsibilities: Work with Foundation staff to select date and Walk site. Secure refreshment and drink donations for the day of the walk. Secure entertainment and emcee. Recruit & manage day of walk volunteers. Plan and lead set-up and clean-up at the event.

*Walk to Cure Psoriasis is the fastest growing fundraising event in the history of the National Psoriasis Foundation. Each walk is an event that is fully developed and executed by committed, enthusiastic **volunteers** who believe in the National Psoriasis Foundation's mission – to find a cure for psoriasis and psoriatic arthritis and eliminate its devastating effects. Over 90 percent of the money raised goes directly to the Foundation, with an average of only 10 percent being used for walk expenses. No other event can be conducted so efficiently. The walk is a chance to bring people together to raise awareness and to celebrate our successes.*

Responsibilities:

- All committee members are expected to register as a team captain and recruit at least 10 teammates. Start your fundraising efforts early and encourage your teammates to do the same.
- Work with Foundation staff and Walk Committee to select location and date of event.
- Plan and map walk route.
- **Note:** Foundation staff will complete all permitting and will order all logistical materials. If you have a particular vendor that can offer a deal or an in-kind donation, please tell Foundation staff.
- Ensure that the day of the walk event runs smoothly, is well-organized, and that participants have fun and participate in future walks.
- Recruit volunteers to help secure in-kind food donations, entertainment, photographer, and emcee.
- Recruit day-of-walk volunteers to help with set-up, clean-up, food table, T-shirts, route, etc.
 - Confirm volunteers prior to event and assign them to specific tasks.
 - Make sure all walk volunteers get a volunteer T-shirt and sign registration form/waiver.
- Recruit two volunteers to act as lead of registration and accounting area. Identify several volunteers who will assist them in this area on the day of the event.
- Secure refreshment donations: coffee, bagels, cream cheese, fruit, and granola bars.
 - Send solicitation letters to possible donors.
 - Follow-up letter with a call or a face-to-face visit.
 - Arrange for delivery or pick-up (by volunteer) of item on day of the event.
- Secure entertainment donation.
 - Brainstorm with the committee to determine type of entertainment best suited for the Walk (i.e. DJ or band). Also may consider balloon artists, face painter, clowns, etc.
 - Identify equipment needed for entertainment and make sure Foundation staff knows so they can order materials accordingly.
- Secure an emcee for the event – preferably someone well-known within the community to bring publicity to the event.
- Secure a photographer for the event-preferably someone who donates his or her time.
- Have set-up plan for day of event. Lead execution of set-up and tear-down.
- Act as main point of contact for volunteers on day of the event.
- Send thank you e-mails or letters to all day-of-event volunteers.