

2008 Volunteer Sign-Up Form

Name _____ Phone Number _____

Address _____

City _____ State _____ Zip _____

Email _____

Please rank the areas in order of interest with one being your top choice. Do **NOT** rank areas in which you have no interest. See attached for details on each committee. We will try and accommodate everyone's top choices as best as we can!!!

1. Bike Ride Committee _____
2. Pace Car 1 Day (May 17th) _____ 3 Day (May 17th-May 20th) _____
3. Kick-Off Party Committee(event is May 3rd) _____
4. Marketing and Communications Committee _____
5. Corporate Sponsor Committee _____
6. Charitable Giving Committee _____
7. Duck Race Committee _____

I am willing to volunteer for as many as _____ committees.

I would be willing to be the chairman of the following committees _____

I realize that the DPAF is made up 100% from volunteers and that by completing this form I commit to one year as a volunteer or until the event associated with your committee is complete!

Signature of Volunteer _____ Date _____

Committee Summary

Please review the different committees below. Remember this foundation is built upon the hard work and dedication of all of the volunteers!!!

1. **2008 Do it for Deb Bike Ride Committee, Event May 17th-** This committee is in charge of organizing and managing the logistics of the “Do it for Deb” bike rides that commence on May 17th. This includes but is not limited to signing up the riders, organizing the starting and finishing lines, recruiting riders, supplying pace cars for departure, securing lodging for the ride and in NC, and preparing all the foundation provided supplies for the riders.
2. **Pace Cars-** This can either be for the 1 day ride only or the 4 day ride (4 day cars will be involved in both). All lodging expenses and travel expenses will be paid by the DPAF (we do not pay for 1 day pace cars to stay in Cape May, however, they are more than welcome). Pace cars will be in charge of directing riders through the route, finding lost riders, transporting bikes and riders over impassible areas, supplying riders at stops, taking pictures, and keeping the tired riders sane. No bike knowledge, equipment, or experience necessary. SUVs and Trucks preferable, but we have some vehicles already that just need drivers. For 3 day drivers, you will be responsible for evening meals and entertainment at your discretion/expense and any meals outside of what is provided for the whole group during the day. The DPAF does not pay for the lodging in N.C for those that wish to stay and enjoy the beach (last year it was less than \$200 per person for the WHOLE WEEK). We need at least 10 cars (Max 2 people per car). This is a lot of fun.
3. **Kick-Off Benefit Committee-** This committee is in responsible for planning and executing the kick off party to take place on Saturday May 3rd. This is an evening to get dressed up a little and wish all the bike riders and pace cars well as they leave the following weekend. This includes securing and booking a location , creating and distributing tickets, gathering gifts for a silent auction and raffle, picking menus and entertainment, and managing all the details leading up to and during the event including decorations, set up, break down, etc. A full checklist will be provided after the formation of the committee.
4. **Marketing and Communications-** This committee will focus on managing the image of the foundation. They will send out emails updating our donor list on activities of the foundation, think of ways to grow our database/email lists, encourage further donation, send thank you letters and receipts for events, send out donation confirmations for taxes, look for other foundations to partner with or participate in events with, and in creative ways look to get our name out there. They are also in charge of misc. donation programs (such as corporate matching,

in lieu of programs, and end of year giving). This group also creates our bi-annual newsletter.

5. **2008 DPAF Duck Race Committee-** This group will work in tandem with the board to strategize and create our first fall fundraiser. This committee will see the event from idea stage through execution and completion of the event. Anticipated date is mid to late September.
6. **Corporate Sponsor Committee-** This group will focus on generating interest, donations, and supplies from corporations within our community for our bike ride and other events. This group will look to have companies donate items for the raffles/auction, supply financial donations, give supplies for events, and help spread our message through working together. They will have to develop incentives and programs to “pitch” corporations on what we are looking for.
7. **Charitable Giving Committee-** This group will focus on finding places to give out the money we receive. While we encourage all people to look for us for help with someone they know who needs it, this committee will seek out centers of influence and organizations that we can associate with and support. This could include such things as forming contacts at hospitals, schools, with social workers, shelters, etc. They would bring ideas to the board to be decided upon and would participate in any “giving” events.

