



## Baby Steps Memorial Run Committee Application

Thank you for your interest in the Baby Steps Memorial Run Committee. I am very excited about this new direction for the memorial run! The Baby Steps Memorial Run was founded by the Nicholas and Hodge families in 2009 after both of our families lost children. We decided to start the run to benefit The Amelia Center at Children's of Alabama each year as a way to show thanks for the services provided by the center to us after our loss. Each year we continue to grow the 5k and 1 Mile Fun Run with an average of over 500 participants. These participants include families who have had a significant loss of a loved one (regardless of age) as well as friends and community members who are there to support those families and The Amelia Center. For more information about the Baby Steps Memorial Run visit [www.babystepsal.org](http://www.babystepsal.org).

Joining the committee is a great healing opportunity for those who have suffered the loss of a loved one. The founders of the run have received healing from organizing the run and would like to pass this opportunity on to those who are in need!

I wanted to provide some important information regarding membership.

- We will hold monthly meetings which all members must attend (day and time will be determined once members are selected)
- Members will be selected for a two year term. This will allow a transition/training period for new members joining. This will help ensure that someone will always know how tasks are handled in each area as members' transition out of their role.
- We ask that members provide leads for future sponsors, provide ideas/areas for improvement each year and assist with monitoring and posting to social media

Below is a list of committee roles that will hopefully give you an idea of our needs going forward. Each area will have a lead member and then sub-member roles to assist. You will have the opportunity to tell us which area interests you in the run. However, we may have to shift members to different roles to ensure we have all areas covered.

### COMMITTEE MEMBER ROLES

#### **SPONSORSHIPS MEMBER**

- Reach out to local and non-local businesses for monetary and gift in-kind donations (Gift in-kind examples: door prizes, fruit, water, snacks, swag for race packets)
- Meet face to face or via email for any potential sponsors
- Reach out to local companies and encourage team participation
- Update Baby Steps website with sponsors and any additional information provided by other members
- Coordinate any pickups for donations (either by this person or other members of the committee)

### **REGISTRATION/PACKET PICKUP MEMBER**

- Set up registration site
- Answer questions from participants through the registration site or Baby Steps email
- Coordinate memorial names and shirt order with chair
- Obtain items for race packets
- Coordinate with Trak Shak on pickup times, bibs and bags
- Lead early packet pickup at Trak Shak - volunteers, race packet info, registrations
- Lead race day packet pickup Tannehill - forms, clipboards, pens, extra shirts, packets

### **MEMORIAL PIECE MEMBER**

- Coordinate memorial names for signs and shirt with registration member and chairman
- Secure a sign vendor or make memorial signs
- Email to confirm any names in question
- Oversee balloon release

### **REFRESHMENTS MEMBER**

- Obtain donated or purchased refreshments for race day (water, fruit and light snacks)
- Coordinate pickups and/or delivery of items to Tannehill on race day
- Lead refreshment and water area at Tannehill

### **ENTERTAINMENT MEMBER**

- Secure all entertainment for race day. Entertainment includes: Bounce House, Musician (PA System), Clowns/Face Painters and vendor booths
- Work closely with chair and sponsor member to have entertainment donated

### **VOLUNTEER COORDINATOR MEMBER**

- Set up volunteer registration site
- Verify what volunteer needs are for every area of the event
- Seek out volunteers for the event
- Sent email communications to volunteers
- Coordinate volunteer check-in at the run

### **SOCIAL MEDIA MEMBER**

- Set up or manage all social media sites (Facebook, Twitter, Instagram)
- Post updates, pictures and other items to social media on behalf of Baby Steps

I hope that you find this information helpful and hope that you will consider applying for the committee to help the Baby Steps Memorial Run continue to be a successful event for The Amelia Center. All applications must be received by October 15, 2016.

Sincerely,



Race Co-Founder and Director

[abby@babystepsal.org](mailto:abby@babystepsal.org)

# 2017 Baby Steps Memorial Run Committee Application

Please email your completed application to [abby@babystepsal.org](mailto:abby@babystepsal.org) by October 15, 2016

## Contact Information

Name	
Street Address	
City ST ZIP Code	
Contact Number	
E-Mail Address	

## Availability

During which hours are you available for volunteer assignments?

Weekday mornings/afternoons

Weekend mornings/afternoons

Monthly Meetings - Weekday

Monthly Meetings - Weekend

What day/time works best for your schedule: \_\_\_\_\_

## Interests

Tell us in which areas you are interested in volunteering on the committee.

Sponsorship Member

Registration/Package Pickup Member

Memorial Piece Member

Refreshment Member

Entertainment Member

Volunteer Coordinator Member

Social Media Member

## Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer work or committees, or through other activities, including hobbies or sports.

### Committee Referral and References

How did you hear about the committee? Provide 2 references we may contact if necessary.

### History of Loss (if applicable) and Interest in the committee

Provide information about your loss and why you are interested in joining the committee.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a committee member, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of this committee to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. We select members based on experience and place each member where they are best qualified to assist.

Please email your completed application to [abby@babystepsal.org](mailto:abby@babystepsal.org) by October 15, 2016.

Thank you for applying for the Baby Steps Memorial Run Committee. Selected members will be contacted by November 15, 2016.