

CCMA Volunteer Information and Directions

Thank you for participating with the Capital City Marathon Association (CCMA) to help conduct our all-volunteer supported runs and activities! Each May, over 600 volunteers support runners as they reach for their goals. Your technical expertise, support and assistance in completing the various tasks associated with marathon weekend are appreciated by the over 2,000 runners that participate.

The CCMA is also thankful for your time, energy, and positive attitude. We know that community events are not successful without dedicated volunteers like you!

If you need to cancel your planned participation, please contact CCMA at [volunteer coordinator email address/phone number] immediately upon knowing of your change of plans so we may find someone else to take your responsibility.

Directions and Information

- Upon arrival at your designated volunteer check-in location or assignment, please contact your volunteer captain. You will be asked to sign in.
- All volunteers are expected to work for the entirety of their shift. Shift times and locations have been predetermined for safety precautions.
 - The general hours of your volunteer position are from [#:## to #:##] on Saturday, May 20 or [#:## to #:##] on Sunday May 21, 2017. [info completed by volunteer coordinator]
- All volunteers must wear their volunteer shirt and safety vest, if provided, for the duration of their volunteer shift.
- Volunteers are required to stand for most or all of their shifts. Please be prepared by dressing comfortably and appropriately for your assignment and for the weather.
- The Capital City Marathon Association is not responsible for lost or stolen items. We highly recommend volunteers leave all valuables at home.

CCMA Volunteer Code of Conduct

The Capital City Marathon Association and the run participants in the Capital City Marathon, Half Marathon, Five Mile and Kids' Run depend to a large degree on you, the volunteers. The Capital City Marathon views its volunteers as models for other nonprofit organizations by adhering to high standards of performance, professionalism, and service to our community, as well as by demonstrating ethical conduct.

The Capital City Marathon Association understands that, in the true spirit of volunteerism, you volunteer your time and services to make a positive impact for the Olympia community without expecting anything in return.

Thank you!

I agree to the following principles and actions in my role as a CCMA volunteer; I will:

- Conduct myself as a positive, informative member of the CCMA volunteer team.
- Follow all directions from my volunteer captain; these directions are in place for the safety of the runners, spectators, and volunteers.
- Refrain from using profane, harassing, or any other language that could be considered offensive.
- Refrain from using any and all drugs, alcohol, and tobacco products.
- Not bring or carry firearms or weapons of any kind.
- Respect and treat all event participants with dignity and kindness.

Print volunteer name

Signature

Date

Volunteer Sign-In Sheet

Assignment/Location _____ Captain _____

I have read the CCMA Volunteer Information and Directions and agree to follow the CCMA Volunteer Code of Conduct.

Print volunteer name

Signature

Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____