Walk MS Volunteer Chair

A successful Walk MS event requires help from numerous volunteers. Recruiting the appropriate volunteers to assist before, during and after the event will ensure a great event.

As the Volunteer Chair for Walk MS your responsibilities will include:

- Promote Walk MS in your community
- Act as liaison to Chapter staff and provide regular updates on volunteer recruitment
- Recruit, schedule and train event volunteers
- Provide all volunteers with notification regarding their volunteer assignment and arrival times prior to the Walk MS event via mail, email or phone
- Lead volunteer check-in at Walk MS and ensure all volunteers complete waiver
- Complete thank you notes to lead volunteers
- Send feedback and paperwork post-event to the Chapter

Wisconsin Chapter’s Volunteer & Development Contacts:
Development Coordinator – Volunteers & Outreach: Ashley Wissinger
ashley.wissinger@nmss.org (262) 369-4426

Senior Manager - Volunteers & DIY Events: Kristin Raeber
kristin.raeber@nmss.org (262) 369-4436
Volunteers will be needed for the following tasks the day of Walk MS:

**Donation Pick Ups:**
- Visit local vendors to pick up in kind donations prior to the event

**Route:**
- Marking the route - direction markers should be placed two hours before the official event start time, and should be posted approximately every block
- Making sure that turns, crossings, etc. are clearly marked
- Ensuring that the route markers are still in place along the route during the event
- Assisting at any dangerous intersections along the route to direct walkers
- Removing all route markers upon conclusion of Walk MS

**Set-up:**
- Decorations (banners, balloons and signs)
- Tables and chairs

**Serving and Assisting:**
- Each refreshment area will need volunteers to serve water, snacks and assist walkers
- Walker Check-in
- Handing out T-shirts
- Advocacy
- Rest Stop and Breakfast Stations
- Greeting/directing walkers
- Parking
- Photography
- Finish Line (cheering on or handing out finish line items)
- First aid/medical volunteer at start/finish and rest stops
- Entertainment/Event Emcee
- Security

**Clean-up:**
- Follow walkers to pick up litter, remove any signage and empty trash containers
- Help take down tents, chairs, tables and banners