



RACE FOR THE CURE COMMITTEE INFORMATION

2016

Chicago

Butler Field/Grant Park
May 8, 2016
(Mother's Day)

Lombard

Yorktown Center
September 2016



Katherine Sobolewski

Development Coordinator

ksobolewski@komenchicago.org

Office: (773) 444-0061 x102

Susan G. Komen® - Chicagoland Area Affiliate
8765 W. Higgins Road, Suite 401, Chicago, IL 60631



Join the Race Committee!

Join our dedicated Race for the Cure Planning Committees in putting together our two largest events of the year! It is the passion and support of each volunteer that helps us raise vital funds to reach our mission of *a world without breast cancer*.

In 2015, Komen Chicago granted over \$1 million to 14 community organizations, helping underserved and uninsured women and men in need.

Help us raise even more this year so we can meet the critical needs of our community and contribute to national research to find the cure!

Why is the Race Important?

In Illinois alone, an estimated 10,000 new cases of invasive breast cancer will be diagnosed among women in 2016, and approximately, 2,000 women will die of the disease. The signature 10K/5K Run/Walk and 1M Fun Walk will honor those who have battled breast cancer and further the mission of the Chicagoland Area Affiliate of Susan G. Komen® -- to save lives and end breast cancer forever. Thanks to the thousands of people who participate in the race, the hundreds of individuals who volunteer, and our dedicated corporate partners, Komen Chicago is playing a vital role in fighting breast cancer in our community.

What does the money raised support?

Funds raised through the Komen Chicagoland Race for the Cure support potentially lifesaving breast health education, breast cancer screening, treatment, treatment support and patient navigation programs for underinsured and uninsured men and women in the Chicagoland community. *Up to 75% of net funds raised by Komen Chicago stay right here in the Chicagoland community, while 25% support global research grants.* To date, Komen Chicago has awarded over \$15 million towards the fight against breast cancer.

How many races has the Chicagoland area held?

Komen Chicago has held a race in Chicago since 1997!
In 2016, Komen Chicago will host its 7th annual Lombard Race for the Cure.



Race for the Cure Committees Information



Two Race Committees: Chicago & Lombard

General Committees Information:

- Each Race for the Cure has its own planning committee.
 - The planning committee consists of:
 - A Race Chair
 - Committee Chairs
 - Committee Captains
 - General Committee Members
- The diagram shows a list of four roles: A Race Chair, Committee Chairs, Committee Captains, and General Committee Members. A bracket groups these four roles under the label 'Steering Committee'. A larger bracket groups the 'Steering Committee' label and the text 'Full Committee' under the label 'Full Committee'.
- The Full Committee is comprised of 9 committees: Marketing/PR, Corporate Sponsorship, Teams, Pink Honor Roll, Survivors, Education/Mission, Operations, Volunteers, and Registration.
 - Both committees are managed by Katherine Sobolewski – Development Coordinator.
 - Each committee has a staff liaison to assist them.

Committee Structure:

- Leadership positions, which include a Race Chair and Committee Chair, can only be held by one person.
- Volunteers can only serve in a leadership position at one race per year.
- Volunteers can serve on both race committees but only hold a leadership position for one race.
- Volunteers can serve as Committee Captains for both races but not in the same role.
- All positions can be repeated consecutively, but must go through the nomination process.

Position Term Limits:

POSITION	TERM LENGTH	QUALIFICATIONS	SELECTION PROCESS
Race Chair	2 years	<ul style="list-style-type: none"> • Committee Chair experience • At least 2 years committee experience 	<ul style="list-style-type: none"> • Selected by Volunteer Programs Manager, and immediate past Race Chair • Selected during prior race.
Committee Chair	1 year	<ul style="list-style-type: none"> • At least 1 year Committee Captain experience 	<ul style="list-style-type: none"> • Selected by Volunteer Programs Manager, immediate past Race Chair and current Race Chair • Selected shortly after prior race.
Committee Captain	1 year	<ul style="list-style-type: none"> • Related work or personal experience, preferred. 	<ul style="list-style-type: none"> • Selected by Committee Chair and Volunteer Programs Manager • Selected after committee chair selection.
Committee Member	No limit	<ul style="list-style-type: none"> • Related work or personal experience, preferred. 	<ul style="list-style-type: none"> • Selected by Volunteer Programs Manager with direction regarding need from Committee Chair and Captains

2016 Committee Meeting Dates: (All Meetings will be held on Tuesdays.)

- All meetings are held at Komen Chicago's office unless otherwise notified. (8765 W. Higgins Road, 6th Floor Lunch Room, Chicago, IL 60631)
- Meeting times are usually from 6:30-8:30pm.
- Individual committees may need to meet outside of committee meetings based on work duties. This will be determined by each committee.
- Depending on work duties, some committee members may not need to attend all meetings. Members will be informed by their Committee Chair if they need to attend or not.

CHICAGO RACE COMMITTEE

- February 9 – Full Committee Attendance
- March 8
- April 5
- April 26 – Full Committee Attendance
- May 8 (Sat) - Race Site Walk Thru

Race to be held on May 9, 2016.

LOMBARD RACE COMMITTEE

- Dates TBD

Race to be held on September 2016.



Volunteer Time Commitment:

The committee volunteer positions vary in type, qualifications and time commitment. Whether you are looking for a leadership volunteer role or want to give back but only have a few hours, we have something for everyone!

- Leadership positions require more time commitment and volunteers in these roles can expect to spend 2-3 hours per week.
- Committee Captains and members, require less time commitment and can expect to spend about 1 hour per week or some positions only requiring race prep and day-of race leadership duties.
- Additionally, high work load times vary for every position. For example, the Marketing Committee has the bulk of their work the months prior to the Race, whereas the Operations Committee has the bulk of their work the weeks leading up to the Race.
- Attendance at the Race, for which committee you serve on, is critical to its success. (Please do not apply for a position that requires Race Day involvement if you are unable to attend.)

If you have questions regarding time commitments for each position, please refer to the Committee/Position descriptions (below) or discuss the different opportunities with Katherine Sobolewski at ksobolewski@komenchicago.org or by phone at (773) 444-0061 x 102.





How to Join the Race Committee

We are very excited that you are interested in joining one or both of Komen Chicago's Race for the Cure Committees! We are confident that this volunteer journey will provide you with a lifetime of memories and meaningful experiences and more importantly your work will directly impact the women and men in need of breast health services in the Chicagoland community.

Steps to Joining the Race Committee:

1. Complete Komen Chicago's online volunteer application available at: <http://btrr.im/jsjhr>
2. Attend a Komen 101 – Volunteer Orientation session where you will learn about Komen as a global organization, Komen Chicago and all of our volunteer opportunities.
3. Review Committee/Position descriptions (below) to see what interests you!
4. Complete a Komen Chicago Race for the Cure Committee nomination form.
5. Possible interview by selection committee.
6. If your interests and qualifications match our needs, you will be placed in a position based on your ranked interests.

Nomination Forms

We welcome all current and new volunteers to complete the nomination form indicating their interests. Download the nomination form at:

<http://www.komenchicago.org/komen-race-for-the-cure/volunteer/>

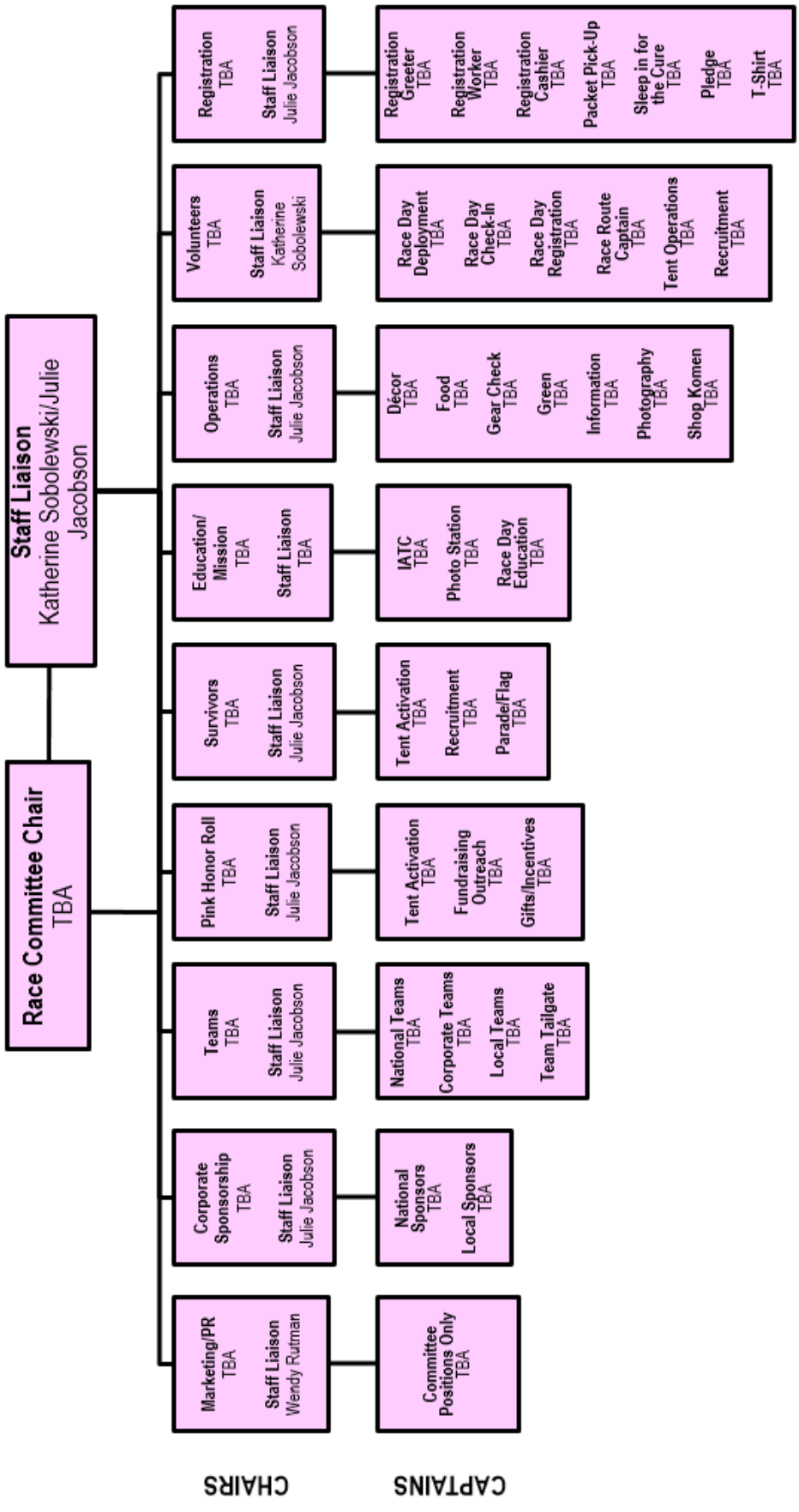
Selection Process

Based on the submission of nomination forms, the selection committee (see table above) will select the best volunteer for the position. The selection is based on past performance and experience. The same volunteer can be selected for the same position as the previous year, if the selection committee feels it is the best candidate for the position.

Submission and Notification Dates

Submission and notification dates vary for Chicago and Lombard Race Committees. Please check our website for updated information.

2016 KOMEN CHICAGO RACE FOR THE CURE ORGANIZATION CHART



+ COMMITTEE MEMBERS

RACE FOR THE CURE 2015

COMMITTEE & POSITION DESCRIPTIONS

AREA

Committee Roles Defined:

- **Race Chair** – Oversees and coordinates all areas of the Race working alongside the Race Manager. Manages meetings, committees and overall decision making. Represents Race committee in external and internal communications and events.
- **Committee Chairs** – Oversees and coordinates all areas of that committee. Manages committee meetings, committee captains and general committee members. Ensures all duties are completed as necessary and completes work of open positions on committee. Manages overall decision making for committee and communicates all decisions and committee details to Race Chair, Race Manager and Staff Liaison as necessary.
- **Committee Captains** – Coordinates all areas of assigned position. Manages committee members and race day volunteers (if applicable). Communicates all decisions and position details with Committee Chair and Staff Liaison as necessary.
- **Committee Members** – Assists in all areas of that committee. Can help with specific committee captain or committee in general.

Marketing/PR Committee

Join these creativity masterminds in developing our communications and brand messaging. Committee members will assist in providing their expertise with securing broadcast, print, outdoor and online media, grassroots campaigns such as blitz days and graphic design. General participant recruitment is the main goal of the committee. Also includes analysis of marketing effectiveness.

Busiest Time for all leaders = Chicago – November-March & May, Lombard – May-July & September.

Corporate Sponsorship Committee

Help open the door to more corporate partnerships. This committee assists with sponsor research, outreach and fulfillment, as well as greeting sponsors race day set-up and race day, ensuring they have everything they need.

Busiest Time for all Captains = Chicago – January-May, Lombard – April-September

National Sponsors Captain – Assist in coordinating all national sponsor needs, fulfillment and donations. Help to recruit new sponsors in the Chicagoland area.

Local Sponsors Captain – Assist in coordinating all local sponsor needs, fulfillment and donations. Help to recruit new sponsors in the Chicagoland area.

Teams Committee

Power in numbers! This committee works on developing and growing the number of teams that register. This includes recruitment (specifically with corporate partners), team captain kick-off events, Team Tailgate (on race-day), team incentives, and assisting with marketing strategies and materials for teams in regards to recruitment and fundraising.

National Teams Captain – Coordinate all national teams needs and assist them in increasing members and fundraising goals. Requires regular ongoing communications often via email.

Corporate Teams Captain – Develop and implement a plan for coordinating corporate teams which includes increasing recruitment and fundraising goals and assisting with kick-off events. Requires regular ongoing communications often via email.

Local Teams Captain – Develop and implement a plan for coordinating local teams which includes increasing recruitment and fundraising goals and assisting with kick-off events. Committee members can be create team categories such as schools, hospitals, etc to help in recruitment. Also includes motivating team captains to set goals and providing them with materials and toolkits. Requires regular ongoing communications often via email.

**Busiest Time for above 3 Captains = Chicago – January-May, Lombard – April-September (increased emails month of race)*

Team Tailgate Captain – Coordinate all team tailgate logistics which includes top teams breakfast, give-aways and activities.

Busiest Time = Chicago – March-May, Lombard – July-September

Pink Honor Roll Committee

They raise, we praise! This committee recognizes and cultivates relationships with our Pink Honor Roll (i.e. top Race fundraisers) and works to increase fundraising among all participants through the use of incentives and key messaging strategies.

Tent Activation Captain – Coordinate all recognition and cultivation of Pink Honor Roll constituents. Manage tent activation and top fundraising awards. May also assist with phone banking former Pink Honor Roll members.

Busiest Time = Chicago – February-May, Lombard – June-September

Gifts/Incentives Captain – Actively solicit businesses for donations to use as fundraising incentives. Provide Race Committee with templates/tools for soliciting for donations. Manage solicitation lists, progress and collected donations. Work with Komen Chicago staff to ensure proper acknowledgements are made. Assist with developing and implementing a plan for using incentives effectively in order to gain more fundraising participation.

Busiest Time = Chicago – January-April, Lombard – May-August

Fundraising Outreach Captain – Assist with overall fundraising plan and communication which may include reaching out to companies and individuals for their support.

Busiest Time = Chicago – January-March, Lombard – May-August

Survivors Committee

Honor and celebrate our survivors! This committee works hard to create a celebratory, relaxing area exclusive for breast cancer survivors! They also assist with overall survivor participation, recruitment and publicity.

Parade/Flag Captain – Coordinate the survivor parade which includes a plan for increasing flag holding nomination submissions and selection.

Tent Activation Captain – Coordinate all survivor tent logistics which includes survivor breakfast, give-aways and activities.

**Busiest Time for above 3 Captains = Chicago – March-May, Lombard – July-September*

Outreach Captain – Develop and implement a plan to increase survivor participation at the race.

Busiest Time = Chicago – February-May, Lombard – June-September

Education/Mission Committee

We lead from our mission to save lives and end breast cancer forever. This committee helps every committee add educational components to their activities, as well as the race as a whole.

Busiest Time for all leaders = Chicago – April-May, Lombard – August-September

I AM THE CURE Captain – Coordinate this race day education program that teaches race participants about breast health messages through hundreds of rover and cure leader volunteers. Duties include assisting with volunteer recruitment, training and race day deployment, as well as managing tent activation and supplies/inventory.

Education Photo Station Captain – Coordinate the logistics of the education photo station which may include props, logistics and other fun additions!

Race Day Education Captain – Create and coordinate race day education and messaging (i.e. signage) *(Flexible Scheduling)*

Operations Committee

This committee is comprised of behind the scenes volunteers that make sure everything goes off without a hitch!

Décor Captain – Manage all décor requests and overall décor and “pinking” of the race.

Information Captain – Coordinate all info booths and roaming info volunteers which includes logistics, training and supplies.

Shop Komen Captain – Coordinate the Shop Komen tent which includes assisting with ordering, logistics, tent set-up and activation, etc.

Green Captain – Develop and implement a plan to make our race more eco-friendly. *(Flexible Scheduling)*

**Busiest Time for above 4 Captains = Chicago – April-May, Lombard – August-September*

Food Captain – Manage inventory, set-up and distribution of all food at the race.

Gear Check Captain – Coordinate gear check tent logistics. (CHICAGO ONLY)

Photography Captain – Coordinate photography plan and oversee volunteer photographers to cover all areas of the race. Assist with collecting and organizing all photos post-race.

**Busiest Time for above 3 Captains = Chicago – May-week prior to race and race-day, Lombard – September-week prior to race and race-day*

Volunteers Committee

With over 500 volunteers helping at the race, volunteers are the key to our success! This committee coordinates them all which includes recruitment, making assignments, orientation, training, logistics, race day volunteer management and support, managing the Volunteer Tent, and creating volunteer appreciation materials post race.

Race Day Deployment Captain – Manage the deployment of several volunteer assignments/groups on race day which also includes training volunteer on specific duties.

Race Day Check-In Captain – Coordinate volunteer check-in on race day.

Race Day Registration Captain – Coordinate all race day volunteer registrations.

Race Route Captain – Assist in race route logistics which includes setting course marshall/Cureleader/water station positions, start line/finish line management, etc. Helping overall deployment of course volunteers.

Tent Operations Captain – Coordinate all race day volunteer tent logistics and coordinations.

**Busiest Time for above 5 Captains = Chicago – May, Lombard – September*

Recruitment Captain – Assist in recruiting volunteers for pre-race and race day activities which includes web postings, attending volunteer fairs and corporate/organization presentations, etc.

Busiest Time = Chicago – February-May, Lombard – June-September

Registration Committee

#1 in Customer Service goes to this committee who manage all areas of race registration. (* = Background Check Required)

Registration Greeter Captain – Oversee volunteers that are welcoming day-of registrants and assisting them with completing their forms.

Registration Worker Captain – Oversee volunteers that are processing day-of registrant forms.

Registration Cashier Captain * – Oversee volunteers that are processing day-of registrant payments.

Packet Pick-Up Captain - Assist in managing packet pick-up event(s) the week prior to the race and Pre-Registration tent on race day. Also assist with race registration events prior to race.

**Busiest Time for above 4 Captains = Chicago – May, Lombard – September (However, various registration events year-round.)*

Pledge Captain * – Coordinate and oversee the pledge tent and all submitted donations on race day.

T-Shirt Captain – Coordinate and oversee race day t-shirt pick-up tent.

**Busiest Time for above 2 Captains = Chicago – May-week prior to race and race-day, Lombard – September-week prior to race and race-day*

Sleep in for the Cure Captain – Develop and implement a plan to increase Sleep in for the Cure registrants.

Busiest Time = Chicago – February-May, Lombard – June-September



Questions or More Information – Contact:

Katherine Sobolewski

ksobolewski@komenchicago.org

Office: (773) 444-0061 x102

Susan G. Komen® - Chicagoland Area Affiliate

8765 W. Higgins Road, Suite 401, Chicago, IL 60631