

Thank you for volunteering
at Ride the Drive 2018!



presented by Madison Parks

Sunday, June 3, 2018 | 11:00 am – 3:00 pm

Brittingham Park • Olin Park • Law Park

RideTheDrive.com

What is Ride the Drive?

For those not familiar, Ride the Drive began in 2009 and is a celebration of Madison's commitment to a healthy, active lifestyle.

From inception through 2016, this event focused on closing streets and providing entertainment, food and activities. As we move forward, in 2017 we began to shift the focus to our parks, featuring three downtown area parks - Brittingham, Olin and Law each offering food, fun and entertainment for all.



Goals of Ride the Drive

- ▶ Showcase three downtown area parks - Brittingham, Olin and Law
- ▶ Promote cycling, walking, and other modes of mobility other than automobiles
- ▶ Encourage a healthy, active lifestyle
- ▶ Provide local organizations and business a place to promote their products and/or services
- ▶ Offer a variety of activities, food and entertainment for all ages and abilities



Volunteer Perks!

- ✓ Community engagement
- ✓ Spending a few hours in the fresh air and outdoors
- ✓ Seeing thousands of happy people!
- ✓ One-year BCycle membership - provided at time of check-in
- ✓ Coveted Ride the Drive 2018 t-shirt
- ✓ Snacks and refreshments provided for volunteers at each park
- ✓ PowerPoint is available online RideTheDrive.com



Volunteer Positions

▶ Setup Crew

- ▶ Arrives first, and assists in set up of tents, tables, chairs, get the park ready for the event.

▶ Bike Ambassadors

- ▶ Patrols the route for safety and can be used to transport items from other villages, etc. Volunteers ride their own bike most of the day.

▶ Information Station Guides

- ▶ Staff the information tent and provide assistance to participants.

▶ Intersection Guides

- ▶ Prevent traffic from entering route at assigned intersections and re-direct traffic.

▶ Merchandise Tent Volunteers

- ▶ Staff the merchandise tent and sell merchandise to participants.

▶ Cleanup Crew

- ▶ Assist staff in breaking down equipment and loading trucks. Must be able to lift at least 50 lbs.

Setup Crew

- ▶ Setup begins at 8:30 am, City trucks drop off equipment at each park.
- ▶ Check in with Parks staff for instructions
- ▶ Roads are closed beginning 9:30am
- ▶ Refer to the set up map provided at your location for specific directions.
- ▶ Tent set up involves assembling the tent and attaching four sand bags to each of the tent legs. Extra sand bags will be available at each park.
- ▶ Motivational and Ride the Drive yard signs placed according to route map.
- ▶ Barricades should be set up as needed or checked before the event begins.
- ▶ Distribute tables and chairs to vendors as they arrive. Assist vendors, as needed in their set up.
- ▶ Make sure the route, activity areas, and booths are set up and ready for the start of the event at 11:00 am.
- ▶ Check with staff for other duties that may need to be completed.



Bike Ambassadors

- ▶ Provide *mobile support* using your bike within the area, and also be available to move between parks, as needed.
- ▶ Check in and leave your cell phone number with Parks staff at your park location.
- ▶ Bike the route to ensure everything is running smoothly and participants are safe.
- ▶ Supply Intersection Guides with safety vests and offer assistance.
- ▶ Check all barricades: ensure placement & move as necessary for participants safety.
- ▶ Clear debris and other trash from the route.
- ▶ Check in with Parks staff to assist with pick up or drop off supplies at another park.
- ▶ Check with volunteers at the info & merchandise tent to see any additional materials are needed. These may be obtained from another park.
- ▶ 3:30 pm: Begin advising remaining participants route will reopen to vehicle traffic at 4pm.
- ▶ 3:45 pm: Continue to bike the route
 - ▶ Ensure participants and activity vendors have cleared regular traffic lanes.
 - ▶ Assist vendors and participants as necessary to help get their equipment and belongings off the route.
 - ▶ Communicate with Parks staff when your area is secure.

Information Station Guides

- ▶ Report to the information station at the park assigned.
- ▶ Check in with Parks staff, review Information Binder and become familiar with activities and vendors.
- ▶ Fill cups of water for thirsty participants and let Madison Parks Event Staff know if you run low on water supplies.
- ▶ Answer questions from Ride the Drive participants.
- ▶ Handout day-of-event maps and other park promotional materials
- ▶ Each information station will have a master list of all the volunteers assigned to your area and their duties.
- ▶ First-aid and supplies are located at the Info station
- ▶ Assist with set up if you are signed up for an early shift. Set up the information station tent, table, and chairs.



Intersection Guides

- ▶ Report to park closest to your intersection to pick up safety vest.
- ▶ Bike Ambassador will bring you a safety vest and maps.
- ▶ Familiarize yourself with your intersection and your maps.
- ▶ Assist police officers, who are directing traffic by answering participants event questions.
- ▶ Direct cars that come to your intersection to an alternate route
- ▶ Set up or take down barricades at your intersection, as needed.
- ▶ Don't forget to SMILE!



Merchandise Tent Volunteers

- ▶ Check in at your assigned park.
- ▶ 10am-1pm Shift: set up table to have each type of merchandise displayed.
- ▶ Tally each transaction of what you sell of each item on merchandise spreadsheet.
- ▶ Keep merchandise organized and well-stocked.
- ▶ Check inventory with sell sheet.
- ▶ Answer any questions
- ▶ Throughout the day, keep merchandise organized and well-stocked. Ensure price signage is visible.
- ▶ 12:45pm-4:15pm Shift: Breakdown area beginning at 3pm.
- ▶ Breakdown boxes, pick up merchandise, label boxes



Cleanup Crew

- ▶ Check in at your assigned park.
- ▶ Shift Times: 2:30 - 4:00pm
- ▶ Volunteers assist staff at each park in breaking down equipment, including tents, tables and chairs.
- ▶ Load trucks and trailers with equipment.
- ▶ Remove signs
- ▶ Pickup trash and overall leave park clean.
- ▶ Must be able to lift at least 50 lbs.



Merchandise & Prices



2018 T-Shirts	\$10
Vintage T-Shirts	\$ 5
RTD Water Bottles	\$ 1
Headband	\$ 1
Pant Strap	\$ 2
Madison Parks Tote	\$ 5

*Cash or check (made to City Treasurer) accepted

Contacts

- ▶ EMERGENCY CALL 911
- ▶ NON-EMERGENCY (608) 255-2345
- ▶ BRITTINGHAM PARK Kelly Post
- ▶ OLIN PARK Melissa Zehner
- ▶ LAW PARK Terrence Thompson/Jamie Pratt

- ▶ Event Coordinators Tracey Hartley, Recreation Services Coordinator
Melissa Zehner, Recreation Services Assistant
- ▶ Media Contact Ann Shea, Parks Public Information Officer
- ▶ Website RideTheDrive.com

QUESTIONS - PLEASE ASK



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