



2019

VOLUNTEER ORIENTATION



Tilton Toe-to-Tow 5k & Car Show

EVENT INFORMATION

MAKE ALL CHECKS PAYABLE TO THE VILLAGE OF TILTON

Thank you for volunteering for the 2018 Toe-To-Tow 5k & Car Show supporting the Bobette Steely Hegeler Cancer Care Center at OSF Sacred Heart Medical Center! Volunteer participation and support is crucial to the success of these event. Please read this Volunteer Guide in its entirety and let our Volunteer Coordinator know if you have any questions or concerns.

EVENT DATE

Saturday, August 18, 2018

SCHEDULE

- 7:00 a.m. Volunteer Roll Call & Meeting (Main Stage)
- 7:05 a.m. Race Day Registration Opens/ Sign-in – Check in
- 8:30 a.m. 5k Race Begins
- 9:00 a.m. Car Show Registration Begins
- 10:00 a.m. Touch-a-Truck begins
- 10:30a.m. Awards Ceremony Begins (Time is dependent on finishers)
- 1:30 p.m. Car Show Awards Begins

*Times are subject to change at any point during the time of the event.

LOCATION

Tilton Ball Park
306 McVey Street
Tilton, IL 61833

CONTACT INFORMATION

Ryan Washkowiak
Event Director
(217) 597-9588
rwashkowiak@tilton5k.com

Carrie Washkowiak
Volunteer Coordinator
(217) 213-1453
carriewashkowiak@gmail.com



Tilton Toe-to-Tow 5k & Car Show

TOE-TO-TOW 5K & CAR SHOW HISTORY

Thank you so much for giving your time to make the Toe-To-Tow 5k & Car Show a success. Your efforts will help the Bobette Steely Hegeler Cancer Care Center continue operating as the only full-service cancer center in Vermilion County. Before I created and organized the Tilton Tilton Toe-to-Tow 5k & Car Show, I was never one to get involved with community service. But after needing 20 hours my junior for national honors society, I finally understood the reason behind it! I finally found my true passion, and something I didn't mind participating in! After finding the joy in community service, I decided to come up with an event myself. I created the Tilton Toe-to-Tow Cancer 5k & Car Show! This charity event was put into place to help the families and patients in Vermilion County battling cancer and dealing with the financial aspect of the treatments. My main inspiration to give back to the local cancer center came shortly after my family found out that my Aunt, Kara Boyer was diagnosed with lung cancer. The cancer center went above and beyond the call of duty to serve all their patients going through chemotherapy and patients that didn't have health insurance. I was determined to ensure that the cancer center could continue serving those in Vermilion County seeking medical treatment for cancer. Last year, we were able to donate a grand total of \$10,000.00 to the Bobette Hegeler-Steely Cancer Care Center of Danville, Illinois. I am currently in the process of organizing this year's event, while balancing my coursework and my part-time job. This year I hope to be able to donate over \$15,000.00 to the Cancer Center, along with helping so many people overcome the difficulties cancer places on them. So, on behalf of myself and the entire organization I thank you for taking the time out of your busy lives to help support a great cause.

Sincerely,

Ryan M. Washkowiak
Race President

TILTON TOE-TO-TOW 5K & CAR SHOW MISSION STATEMENT

“Making our community a better place one step at a time”



Tilton Toe-to-Tow 5k & Car Show

Volunteer Team Lead

Ryan Washkowiak, **President / Event Director**

- **Oversees all event operations**

Scott Mitchell, **Vice-President Event Grounds**

- **Oversees all event operation, more specifally event grounds**

Greg Phillips, **Deputy President**

- **Helps oversees event operations and personel**

Beth Washkowiak, **Event Treasurur**

- **Oversees all finacail operations for the event**

Jessica Mithcell, **Media Director**

- **Facebook Operations**

Fred Burks, **Car Show Operations Director**

- **Oversees all car show operations**

Ron Payne, **Event Grounds**

- **Oversees all event set-up/tear down**

Don Washkowiak, **Assit. Event Grounds Director**

- **Helps Oversees all event set-up/tear down**

Carrie Washkowiak, **Volunteer Coordinator**

- **Handels all volunteer personel**

Rich Washkowiak, **Stage Director**

- **Ensures all annoucments are made, and adequate sound is produced**

Judy Mitchell

Sherri Boswell



Tilton Toe-to-Tow 5k & Car Show

VOLUNTEER DUTIES

Event Grounds Lead Coordinator: (Ron Payne)

Shift Time: 6:30 a.m. - 3 p.m.

Work with Race Course Coordinator to set up the race course including setting up starting/finish line, directional signs and cones. Cleaning up race site and break down race. Make sure everything is returned to appropriate places. Position requires an outgoing personality and a great attitude!

Registration Lead Coordinator: (Judy Mitchell and Tina Bradfield)

Shift Time: 6:30 a.m. - 9 a.m.

Coordinate race packet pick-up, confirm releases for those under 18, help guide runners to start of the race, runners between registration and starting line/race director.

Volunteer Sign In Lead Coordinator: (Linda Biava, Janet Payne, Carrie Washkowiak)

Shift Time : 6:30 a.m. – 9 a.m.

Coordinate volunteer assignments with all Lead Coordinators and provide direction to appropriate stations.

Color Stations

Shift Time: 6:30 a.m. - 9 a.m.

Stands at one of the five color stations and throws color on runners as they run by.

- Arrive between 6:30am-7:00pm
- Check-In with the Volunteer Coordinator by the Main Stage (Carrie Washkowiak) She will advise you on what color station and location you'll be at.
- We will have a team huddle at or around 7:00am with Director Washkowiak
- Between 7:30am – 7:45am begin making your way to your station
- Please note that if runners do not want color they will run to the right or left of your station, please respect their choice.

Water Stations

Shift Time: 6:30 a.m. - 9 a.m.

Provide water to racers and encourage them as they run/walk. Clean up your area prior to leaving your assigned area.

- Arrive between 6:30am-7:00pm
- Check-In with the Volunteer Coordinator by the Main Stage (Carrie Washkowiak) She will advise you on what water station and location you'll be at.
- We will have a team huddle at or around 7:00am with Director Washkowiak
- Between 7:30am – 7:45am begin making your way to your station



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Medical Area (Lead Coordinator- Butch Fields (TILTON AMBULANCE CREW))

Shift Time: 6:30 a.m. - 9 a.m.

Provide assistance as needed to medical team and/or injured runners.

Awards (Race Director- Ryan Washkowiak)

Shift Time: 9 a.m. - 12 p.m.

Work with timers/scorers, assist in posting results, tabulating and presenting awards. Clean up your area prior to leaving the assigned area.

Post-Race Refreshment

Shift Time: 9 a.m. - 12 p.m.

Help direct runners to post- race refreshment area, provide post-race customer service. Clean up your area prior to leaving your assigned area.

General Floaters

Shift Times: 6:30 a.m. - 9 a.m. or 9 a.m. - 12 p.m.

Provide assistance as needed (such as assisting race director, timers, VIPs, kids area, press or serving as information/problem solving central). Clean up your area prior to leaving your assigned area.

Course Marshals (Lead Coordinator – Scott Mitchell)

Shift Time: 6:30 a.m. - 9 a.m.

Maintain traffic flow at cross streets on course.

Cheering Stations (ALL)

Shift Time: 7:30 a.m. - 10 a.m.

When you are finished your main duties - please cheer on our runners- especially when they are coming into the finish line! Position requires an outgoing personality and a great attitude!



Tilton Toe-to-Tow 5k & Car Show

EQUIPMENT CHECKLIST

(Volunteers do not need to provide the equipment just check that you have everything)

EVENT GROUNDS

- Truck
- Cones
- Tables
- Starting line tape
- Starting line/Finish Line Tent
- Race location/directional signs

REGISTRATION

- 2 Tables
- Signs
- Printed Registration list
- Registration packets
- Pens
- Pencils
- Cash box/change
- Pins
- Tent

MILES SPLIT READERS

- Signs for Mile Markers

WATER STATIONS

- Water
- Cups
- Table
- Garbage bags
- Trash cans
- Gloves

AWARDS

- Table
- Awards
- Race Banner
- Microphone w/speakers

CLEAN UP

- Garbage bags

COURSE MARSHALS

- Walkie-talkie



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DRIVING DIRECTIONS & PARKING

Driving Directions

From North Danville,

1. Turn right at the 1st cross street onto W 4th Street
2. Turn left at the 2nd cross street onto Forrest Street
3. Turn left onto Parker Ave
4. Turn right onto Tilton Rd
5. Turn right onto Mc Vey Ave
6. Following Mc Vey Avenue into Tilton Baseball Complex

Off I-74

1. Follow I-74 to 1st St in Tilton
2. Take exit 214 from I-74
3. Take N G Street
4. Turn Left onto E 5th St
5. Turn left at Traffic Light onto Tilton Rd
6. Turn left onto Mc Vey Ave (just past Village Hall)

Anywhere south of I-74

1. Head north on US Rt. 1 toward
2. Turn left onto E 14th Street (Tilton)
3. Continue onto E 5th St (Bridge)
4. Turn Right onto Tilton Road, at traffic Light
5. Turn left onto Mc Vey Ave (Just past Village Hall)



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ARRIVAL & CHECK-IN

WHAT TO EXPECT

Arrival Time

Event volunteers are expected to arrive between 6:30a.m.-7:00a.m. You will have a team huddle with Director Washkowiak at or around 7:00a.m. at the stage

Check-In

Please arrive at the Volunteer Check-In area to check-in. List of assignments will be at Volunteer Check-In.

Pre-Race Meeting

We will meet 30 minutes before the start of your shift to go over duties, location and familiarize everyone with the course and logistics. All volunteers are expected to be at the main stage no later than 7:00AM

Cell Phones

Volunteers should have a cell phone with them on Race Day for communication during the race.

Ryan- (217) 597-9588

ALL EMERGENCIES!!

- 1. Dial 911 Give them your name, Event Name, and Location***
- 2. Call Ryan***

Volunteer T-Shirts

We did not purchase new shirts this year. If you helped in prior year, you can wear that shirt or any others from the past. If you don't have a shirt we ask your wear bright colors!

Parking

Volunteers will need to park to the left of the Village of Tilton Public Works Building. The Tilton Toe-to-Tow 5k & Car Show is not responsible for and damage or theft of the vehicle. Please do not leave valuables out in the open.

Contact Information

Carrie Washkowiak
Volunteer Team Lead
(217) 213-1453
carriewashkowiak@gmail.com

Linda Biava
Volunteer Coordinator
(217) 474-5928
l.biava59@gmail.com

Janet Payne
Volunteer Coordinator
(217) 306-3692
janet.payne44@gmail.com



Tilton Toe-to-Tow 5k & Car Show

CONTACTS

Ryan Washkowiak
Event Director
(217) 597-9588

Greg Phillips
Vice-President Volunteers
(217) 474-2229

Scott Mitchell
Vice-President Event Grounds
(217) 274-6292

Linda Biava
Volunteer Coordinator
(217) 474-5928

Janet Payne
Volunteer Coordinator
(217) 306-3692

Carrie Washkowiak
Volunteer Coordinator
(217) 213-1453

Ronnie Payne
Grounds Crew
(630) 917-4737

Donald Washkowiak
Grounds Crew/ Photos
(217) 202-6977

Beth Washkowiak
Treasurer
(217) 304-2658

Michelle Burks
Car Show
(217) 304- 2880

Fred Burks
Car Show
(217) 304-2882



Tilton Toe-to-Tow 5k & Car Show

2019 Event Timeline

- 5:00 am-** Parking lot opens
- 5:30 am-** Start/Finish Line Begins Set-Up
- 6:30 am-** Volunteer Check-In Opens
- 7:00 am-** Volunteer Group Huddle (at Main Stage)
- 7:00 am-** Vendors begin to Arrive
- 7:05 am-** Race Day Check-In/ Registration Opens
- 8:00 am-** Vendors Open
- 8:05 am-** Race Day Registration Closes
- 8:10 am-** Pre-Race Ceremonies at Main Stage
- 8:20 am-** National Anthem (Tory Ceader)
- 8:25 am-** Runners at Start/Finish Line
- 8:30 am-** 5k Color Run Begins
- 9:00 am-** Car Show Registration Opens/Participants Begin to Arrive
- 10:00 am-** Touch-a-Truck Begins
- 10:30 am-** Denting Cancer Opens
- 11:00 am-** Post Race Ceremonies Begin
- 12:00 pm-** Car Show Registration Closes/Voting Begins
- 12:30 pm-** Door Prizes/Raffle Items
- 1:30 pm-** Awards/ 50/50 Drawing

***TIMES ARE SUBJECT TO CHANGE AT ANYTIME**