



CHICAGO EVENT
MANAGEMENT

2023 BANK OF AMERICA SHAMROCK SHUFFLE COURSE FLYERING

Overview

Thank you so much for joining the Course Flyering Team! Your time and participation will contribute to a safe and successful race day experience for participants, volunteers and spectators.

Course flyering is part of the Bank of America Shamrock Shuffle Community Outreach Program. Parked cars and vehicles on the marathon course and adjoining streets are notified of street closures and traffic restrictions. This notice allows residents and non-residents to make alternate plans so they can also have a safe and successful day. Course flyering supplements the work done by local officials to inform residents of the event as well as a street closure notifications and mailings to all affected neighborhoods.

Details

Date: Sunday, March 19, 2023
Time: 5:30 a.m. – 7:30 a.m.
Location: Zone Captains will designate the check-in location for their group. Please coordinate with your Zone Captain. If you are unsure who your Zone Captain is, please reach out to Mary Beth Johnson at Chicago Event Management: 773-251-6358

What to Bring

- Comfortable shoes
- Weather-appropriate clothing
- Backpack
- Fully-charged cell phone

Volunteer Instructions

1. All Course Flyering volunteers will need to register using our Rosterfy volunteer platform. Please use this link to register for your Zone (detailed steps to register are below):
 - a. <https://cemevent.rosterfy.com/event/WZyo66mjgc8dGIQCSnN5I2QVpOCaJ>
2. Zone Teams will gather at their designated check-in location to receive high-visibility reflective safety gear, flyers and instructions.
3. Using the provided maps, Zone Teams will place a flyer on the windshield of each parked vehicle, on both sides of the street, on all streets designated in their zone. Be prepared to explain what you are doing should you be asked by any residents or passers-by.
4. Each Zone Team can determine the most efficient method; we suggest pairs or groups of three, dividing up within zones.
5. Each team member must wear a high-visibility reflective safety vest **at all times** and no **individual should flyer alone**.
6. Log any construction projects, large potholes, metal street plates or other street issues, including the exact address and a photo. Instructions for how to log this information will be provided.
7. Have fun! Take photos and use the hashtag #ChiShuffle when sharing!
8. Upon completing your zone, you must return high-visibility reflective safety gear and flyers and sign out with your Zone Captain.



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Zone Captain Instructions

Volunteer recruitment

1. Zone Captains will need to recruit 6-8 volunteers for each Zone they are leading.
2. All Zone Captains and volunteers will need to register using our Rosterfy volunteer platform. Please use this link to register and to share with your volunteers:
 - <https://cemevent.rosterfy.com/event/WZyo66mjgc8dGIQCSnN5I2QVpOCaJ>
3. Steps to register in Rosterfy:
 - If you have a Rosterfy account, click 'Already have an account? Log in'.
 - If you don't have a Rosterfy account, click 'Register' and go through the steps to set up an account.
 - You'll then be directed to your general CEM Volunteer Account page. Click on the blue 'Register Now' link (typically on the right side of the page).
 - Under 'Available Shifts', click 'Select' for your specific Zone assignment (i.e., Zone 1, Zone 2) for the Sun, March 19, 5:30-7:30am shift.
 - A window will appear at the top under 'My selections' stating: You have 1 Shift selected. Click 'Register' to Register for your selected shift.
 - Once complete, you should receive an email confirmation for your volunteer shift. You can also view the role in your general account page, under 'My Shifts'.
4. Remind volunteers the week of course flyering of the date, time and check-in location for your Zone Team.
5. As a Zone Captain, you can view the volunteers who registered for your Zone by logging in at <https://cemevent.rosterfy.com/login> and click "Shifts I am Leading". This will allow you to see the volunteers registered for your zone.

Volunteer management

1. Prior to course flyering, communicate check-in location, final details and safety reminders with your volunteers.
2. On the day of course flyering, check in your volunteers as they arrive before you begin flyering.
3. When the course flyering is complete in your zone, collect safety gear and remaining flyers. Please coordinate with CEM staff to return these items.
4. In an effort to be more sustainable, please take inventory of leftover flyers and inform CEM staff of what was not used so we can reduce quantities in the future.

Volunteer donation

1. Zone Captains will need to complete the volunteer donation request form in order to receive their team's donation. Please coordinate with CEM to receive, complete, and submit the form.