

07 LV RFK Committees and Responsibilities

as of 4-18 (W)-07

Note: This is a work in progress and will continue to change and grow with your input. This is the LV version so check the PBTF check list also.

07 Task Force Leaders

Dave Carter 795-2000 C 494-7473 dave@carterpowersports.com

Tammy Palmer 987-4758 C 249-6346 tazme59@cox.net

Ron Palmer 987-4758 C 249-6347 rlp4@cox.net

Recruits Task Force then organizes, coordinates and oversees all.

Schedules TF Meetings and secures locations

Approves and Oversees Sponsorship Agreements

Attends PBTF Training in Asheville Nov 8-11-07 (PBTF pays for this trip)

07 Task Force Secretary -Charli Carter 258-8014 charlicarter@cox.net

Notifies TF Members of meetings.

Keeps attendance records & minutes

Primary Communication conduit with PBTF

Coordinates and prints local collateral material

Coordinates with PBTF for Pre-Event Newsletter and T-shirt Names.

Coordinates refreshments for meetings

Does "LV Thank You" Notes for lunch Bags

07 Visitation

Coordinator Bill Foster 327-6999 billfoster424@hotmail.com

Assist Coordinator: _____

Recruits, organizes and coordinates Visitation Committee

Sets up visitations with clubs and coordinates with speakers

Bike Fest 07-arrange table and coordinate volunteer shifts

(Pat Clark verbally agreed to let us have a table in their booth again)

Maintains and presents records to LVTF and PBTF

Attends PBTF Training in Asheville Nov 8-11 07 (PBTF pays for this trip)

07 Route

Coordinator: Dave Carter 795-2000 dave@carterpowersports.com

NHP-Get contract and Coordinate with Troopers

BLM-Get permit to use RedRock at no charge

Make sure all necessary Insurance Waivers are signed and correct.

Route Map Poster for Ride Day

08 Route Advance Planning Coordinator: _____

Organizes and coordinates a Research Committee

Researches and presents plan to Task Force for 08 Ride

Finalize 08 Route by June 30, 2007

07 Logistics

Coordinator: Ron Loomis C 283-0100 teamloomis.nohvcc@juno.com

Coordinates the donation/rental of all tents, stage, tables, chairs, restrooms, sound systems, trash receptacles with the Start and End Point Coordinators.

Coordinates the donation/rental of 2 vans. (One for PBTF crew (for 5-6 days) and one for transporting premiums to End Point on Ride day

Coordinates the donation/rental of an ambulance for at least Red Rock.

07 Start Point

Coordinator: Gregg Kearns [643-1099](tel:643-1099) fastfreddie@coam.net

Plans, Recruits volunteers for and coordinates set up for am activities

See PBTF Manual for plans and numbers needed.

Designates a tear down and clean up crew.

07 End Point

Coordinator: Phil Tripi 456-1666 ptripi@henderspnhd.com

Assist Coordinator _____

Plans, Recruits volunteers for and coordinates set up for am activities

See PBTF Manual for plans and numbers needed.

Designates a tear down and clean up crew...remember the Donkey Pooper Scooper!

(Note: Can not ride in the Event)

07 Media/Press Relations

Coordinator [Tami Belt](mailto:tbelt@intermind.net) [341-8859](tel:341-8859) tbelt@intermind.net

Assist Coordinator [Lorri Jackson](mailto:lorri_jackson@cox.net) [205-8235](tel:205-8235) lorri_jackson@cox.net

Coordinates and oversees the following sub-committees:

Radio -Pitch/coordinate Sponsorship- Lotus Broadcasting

Radio Liaison: Linda Nordgren 876-6685 lindan@point97.com

Website- lvriderforkids.com

Webmaster: [Jim Nordgren](mailto:jn5908@interact.ccsd.net) [271-6197](tel:271-6197) jn5908@interact.ccsd.net

TV-Pitch and coordinate Sponsorship-My LV TV

TV Liaison:

Billboard-Pitch and Coordinate sponsorship to Lamar

Billboard Liaison: Judy Owen 873-4600 jowen@lamar.com

Photographer-

Videographer-

Community Calendars-send out info on regular basis

Press Releases-send out on a regular basis

Talk Shows-set up and coordinate speakers

Maintains Master Library of all DVDs, CD, Videos, etc

Maintains record of Media Contacts & Exposures for TF & PBTF

07 Sponsorship, Fund & Fun Raising

Coordinator: [Tammy Palmer](mailto:Tammy.Palmer@cox.net) 987-4758 C 249-6346 tazme59@cox.net

Assist Coordinator: Renee Evenhus C 343-0745

Coordinates and asks for sponsorships and handles PBTF paperwork.

Organizes and coordinates visitations to non-motorcycle clubs

Oversees any extra fund raisers-makes sure PBTF form is completed

Corporate Sponsorships, Matched Giving and Kohl's Team Giving Plan

Host Hotel-get as a sponsor for donating rooms for PBTF staff

Carter Powersports Fund Raisers for LV Kids

1st Giving

\$3 Red Wristbands

Coin Donation Jars

Coordinates Celebrities and Characters-completes paperwork for PBTF

07 Event Day Volunteers

Coordinator Peggy Sanders C 807-7197

pjs345@earthlink.net

Assist Coordinator Shannon McEwen 455-4084 shannon@co.clark.nv.us

Recruits and contacts with Event Day Volunteers for approx. 100 positions (some volunteers can fill more than one position plus the TF will fill some)

Maintain Event Day Volunteer Data Base.

Locate and Organize Room(s) for 2 Training Sessions

Note: New Carter Powersports Room will be available in 07.

(Usually the Wednesday and Thursday before Ride Day)

Plan assignments w/Registration Coordinator & TF Secretary before Training Session.

Check on local Kohl's Team Giving

07 Registration

Coordinator Lillian Shorey 795-2000 lillian@carterpowersports.com

Assist Coordinator:

Recruits and coordinates volunteers for registration as per PBTF Manual.

07 Parking

Coordinator James Richardson C 528-8961 dadofseven@cox.net

Start Point Parking Assist Coordinator:

End Point Parking Assist Coordinator:

Prepares written diagrams for both ends (we have one for the LVMS already)

Recruits volunteers for both ends

Holds training at both locations (by 9-29-07)

07 Food and Beverage

Coordinator: Kelly Connery C429-4755 kelly@rightstuff.net

Assist Coordinator:

Secures and Coordinates light breakfast, waters, juices, coffee, etc including transportation.

Secures and coordinates lunch, waters, sodas, etc including transportation.

Chooses and delivers leftover food to charity

Heinz Lauer has volunteered to be on this committee.

07 Patient Family Liaison

Coord.: Tammy Richardson 452-8113 C592-4017 momofseven@cox.net

Assist. Coordinator: Amy Sparks 408-1944 amylynn1215@yahoo.com

(Note: This Coordinator must be approved by PBTF)

Recruits and trains Committee of 6-9 Assistants for Ride day

Works with PBTF to build the list of possible Patient Families for the Ride

Registers and takes care of Patient Families on Ride day.

Works w/Family Escort Coordinator on number and type of Escorts needed, matching up families w/escort rides and to get families back to Start Point.

Helps take care of Families & Kids getting on stage during Celebration of Life.

Works with Photographers for pictures of Families and Kids.

Susan Clift has volunteered to be on this committee

07 Family Escort

Coordinator: Ron Palmer 987-4758 C 249-6347 rlp4@cox.net

Recruits and coordinates qualified escort rides for the Patient Families

Works with the Patient Family Liaison to determine number and type needed.

Works with Patient Family Liaison on Ride day to match up families with escort rides.

(Note: We have a fairly good data base from 06)

Works w/ Patient Family Liaison to get families rides back to Start Point.

07 Ride Guides

Ride Captain: Frank Kostelac 361-6080 frank@kostelac.com

Recruits and coordinates qualified Ride Guides to ride at various points along the Ride and to lead the riders when necessary.

Makes sure each Ride Guide knows all aspects of the Route.

Gets each Ride Guide a florescent vest. (Carter Powersports has some)

Coordinates CB's with Ride Guides.

Assigns one Ride Guide to the start of each row of bikes at the Start Point.

07 Premium Tent

Coordinator:

Coordinates with Logistics Coordinator to transport premiums from Carter Powersports to End Point.

Helps set up tables and signs in Premium Tent. (See rough plan)

Helps organize team and distribution of premiums after the Celebration of Life.

Again...This is just a brief overview and a constant changing list of the Committee Responsibilities.

If you see a task you would like to do, please call Dave or the Coordinator of that committee.

And thanks again for all your hard work and support for Ride for Kids!!!!!!!!!!!!!!

Charli Carter charlicarter@cox.net 258-8014