



Refreshments Team Leader Responsibilities

of Volunteers – Varies based upon size of event

Responsible for all refreshments prior to, during, and after the walk. This gives participants the opportunity to gather and share while enjoying some nourishing snacks. Your hospitality and welcoming attitude are a key part of what people will remember from their Walk-Day experience.

- Work with Sponsor Team to prepare wish list of supplies and donations letter. Work closely to avoid duplicate solicitations for in-kind donations from local vendors.
- Obtain refreshment donations. All refreshments should be donated and not purchased. Please contact ASF for suggestions if needed.
- Follow-up all mailings with personal phone calls
- If possible, prepare and set up refreshments Friday evening, so that on Walk Day, you are not overwhelmed with tasks.
- On Walk Day, serve food to participants with a welcoming attitude.
- If necessary, obtain temporary food permits. Contact your local County Health Department for requirements.
- Follow local Health Department guidelines for appropriate food storage and handling.
- Work closely with Site Coordinator on site layout.
- Gather all necessary coolers/drink and storage tubs and drink dispensers.
- Ensure all donations are picked up or delivered the day prior to the walk (if possible) or early on Saturday morning.



Obtain volunteers

- 4-6 to solicit donations
- 5 for Friday Night set up
- 4-6 to work event site day of walk
- Be available for member of team available, to make connections with businesses during their work hours.
- All in-kind donations will need to be documented on an in-kind donation form including the value of the donated items(s). Coordinator to send original to ASF office.