

Volunteer Job Descriptions
Recovery Walks! 2003

1. Registration: Coordinator – Phillip Valentine
 - a. Register Treatment Providers, Teams and Individuals as they arrive at the park
 - b. Disburse tickets for sweatshirts, Tshirts and hats (participants use the tickets to redeem their gear)
 - c. Handle all money, pledges, contributions
 - d. Greet people with a warm and friendly smile at all times!
 - e. Refer tough questions to Phillip
2. Tshirts: Coordinator – Linda Kargul
 - a. Distribute sweatshirts, Tshirts and hats according to the tickets given at the Registration tent
 - b. Greet people with a warm and friendly smile at all times!
3. Water/Fruit: Coordinator – Kevin Foley
 - a. Distribute one bottle of water and one piece of fruit to each individual. On rare occasions exceptions may be made.
 - b. Refill water barrels with bottles of water and ice as needed
 - c. Greet people with a warm and friendly smile at all times!
4. Balloons: Coordinator – Joe Howard
 - a. Arrive early (7 am) and blow up balloons. This year we're trying to craft a balloon arch!
 - b. Tie bundles of balloons to tents, tables, the stage, etc.
 - c. Give balloons to the clowns to hand out to the children.
 - d. Greet people with a warm and friendly smile at all times!
5. Children's Activities: Coordinator – Sandy Valentine
6. GPRA: Coordinator - Yoly Lebron
 - a. Walk through the crowd and have participants fill out the short survey
 - b. This survey is vital for Recovery Community Services Programs across the country, the more we fill out the better
 - c. After participant fills out survey, stick a sticker dot on him/her so they don't get asked over and over again.
 - d. Greet people with a warm and friendly smile at all times!
7. Greeters/Traffic Control: Coordinator Michael Askew
8. Stage Help: Coordinator – Ken Aligata
 - a. Assist with the set up of the stage as directed.
 - b. Set up the "screen" as directed
 - c. Greet people with a warm and friendly smile at all times!

9. Clean up

10. Route Set Up

11. CCAR Booth: Coordinator: Pat Howard

12. Rovers: Coordinator – Donna Aligata



CCAR

Connecticut Community for Addiction Recovery
530 Silas Deane Highway Suite 220
Wethersfield, CT 06109 phone: (860) 571-2985
fax: (860) 571-2987

RECOVERY WALKS! VOLUNTEER APPLICATION

Deadline for application Friday, September 12, 2003

Date: _____

Personal Information: Please Print

Name: _____

Address: _____

City/Town _____ State _____ Zip Code _____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell Phone #: (____) _____

Email Address: _____ T-Shirt Size _____

Check areas where you are interested in serving: *(Please select several areas, specific assignments will be based on need.)*

- Set up (7-10am)
- Stage Help (9am – 2pm)
- Route Set Up (10am – 12)
- Registration (9am – 1 pm)
- Balloons (7 – 11am)
- Greeters/Traffic (10am – 2pm)
- Fruit/Water Stations (12 – 2pm)
- Children’s Activities (9 am – 1pm)
- T-shirts (9 am – 2pm)
- Clean up (2pm – 4 pm)
- All Day Anything Needed!

Skills/Experience I have that may be valuable to assist with the walk:

I understand that if I am selected to serve as a volunteer for the Connecticut Community for Addiction Recovery (CCAR), I will honor my commitment. I agree to attend the **Volunteer Training Session Tuesday, September 16 from 7 – 8 pm at the CCAR office.** I am also expected to conduct myself in a manner consistent with the CCAR Code of Ethics. I have read this Code of Ethics and agree to the best of my ability to follow these guidelines.

Signed: _____

CCAR CODE OF ETHICS

CONDUCT

- Always strive to put a positive face and voice on recovery from alcohol and other drug addiction.
- Maintain high standards of conduct.
- Treat each other with dignity and respect.
- Report and remove yourself from any real or perceived conflict of interest.
- Do not exploit personal relationships within CCAR for personal gain.
- Do not under any circumstances sexually exploit or harass other individuals.
- Do not act in any way that violates the civil, legal or ethical rights of others.
- Work to resist gossip, hearsay and rumors.
- Remember that in the eyes of the general public, we represent people in recovery at all times and that your actions influence how the community sees the recovery movement.

RESPONSIBILITY TO PEOPLE IN RECOVERY

- The responsibility for personal recovery resides with the individual; understand that personal recovery comes before any CCAR activity.
 - Strive to ensure that people in recovery from alcohol and other drug addiction will be treated with dignity and respect in their personal recovery process.
 - Make an effort to see that CCAR empowers recovering people in their physical, emotional and spiritual growth and that CCAR provides opportunities for them to make significant contributions to themselves, their families and friends, their communities and our society.
 - Work to represent all people in recovery, especially those who feel they have no voice.

RESPONSIBILITY TO THE ORGANIZATION

- Work under the overarching principles outlined in the vision and mission.
- Always build CCAR's reputation and maintain CCAR's integrity.
- Involve recovering people, their families, significant others and friends in educating policy makers, service providers, legislators and the general public about the recovery process.
 - See that CCAR takes on a limited number of carefully chosen projects in order to maintain high-quality successful outcomes; participate in, support and improve these projects.
 - Respect the cultural diversity of the organization and encourage the expression of diverse points of view.
- Participate in planning and programmatic decision-making processes.
- Hold existing leadership accountable that future leadership is developed from within the organization.
 - Reach out to new members of the CCAR organization.
 - Contribute to the overall health of the recovery community and the community at large.
 - Express your opinion at every opportunity.
 - Promote recovery at every opportunity for you, your family and friends, for the community, for society.

**Volunteer Recognition
Recovery Walks! 2003**

Area	Volunteer
Registration	Nancy Kunak, Larry Kunak, Wendi Clark, Gregory Black, Biff Finocche, Steve Stanford
T-shirts	Karl Russotto, Lenda Askew, Charles Robles, Lorraine Furbush, Louise Clark
Fruit & Water	Luis Pizarro, Cheryle Pacapelli, Cheryle's friend?
Stage	Ken Aligata
GPRA	Yolibel Lebron, John Sims, Melinda Nieves, Amy Romano, Janette Mueller, Ann Carmody, Barbara Condon, Lucy Beebe, Karen Kangas
Coffee	John Potvin, Cheryl Nowicki, Victor Feliciano, Ken Aligata
Face Painting	Sandy Valentine, Enrique Lebron, Torrie Howard, Dan Wilson
CCAR Booth	Lucy Beebe, Joe Howard, Enrique Lebron, Anne Gerard
Clowns	Judith Stonger, Judith's friend
Balloons	Joe Howard, Carlton Malloy
Overall	Donna Aligata, Brian Roy, Albert Guillorn, Linda Kargul, Albert Kydd, Enrique Lebron

[sample letter]

October 3, 2002

Dear xxxx,

I'd like to take this opportunity to thank you for your involvement with Recovery Walks! 2002. Your effort at the food station was certainly notable and we here at CCAR extend to you a heartfelt thank you. We also appreciate the time and effort you took to bring another volunteer with you. As a small token of our appreciation we are giving you four meal passes (two adult and two child) to Hometown Buffet.

In the Spirit of Recovery,

Phillip A. Valentine
CCAR Associate Director

The Connecticut Community for Addiction Recovery presents this award to (the)

in recognition and appreciation of outstanding support of

Recovery Walks! 2002

September 22, 2002

Recovery Walks! 2002 Plaques

Teams:

Connecticut Valley Hospital STAR Program

Alcohol & Drug Recovery Centers, Inc.

Windham Chapter

Individuals:

Helen Monroe

Pat Howard

Carlton Malloy

Recovery Walks! 2002 Certificates

Teams:

Community Health Services, Lightbearers

Individuals:

Lorna Foley, Dorothy Williams, Pat Devendorf, Tim Grant, Charles Gray-Wolf, Felix Rivera, Owen & Laura Svalestad, Todd Pinter

Contacts:

Teams:

Connecticut Valley Hospital STAR Program - Donna Brooks

Alcohol & Drug Recovery Centers, Inc. – Ken Talge, Karen Cables, Tim Habegger

Windham Chapter – Diane Potvin

Community Health Services – Pamela Sugrue

Lightbearers – Norwalk Seventh-Day Adventist Church, Gerald Lovelace, Doreen Thomas

So you want to get involved with Recovery Walks!? Here are some options:



1. **Sponsor** the walk: Choose a level - Platinum \$5000, Gold \$2500, Silver \$1000, Bronze \$500, Copper \$100 – and receive corresponding benefits. Deadline for Bronze Sponsors and higher to get on T-shirt back is August 15th.
2. Serve as a **Team Captain**: If you decide to serve as a Team Captain you will have the responsibility of registering the Team by filling out the Team Registration Form, recruiting walkers, turning in all donations, distributing T-shirts to team members and coordinating team walkers the day of the walk. Every Team Member must give a minimum \$10 Personal Pledge for Recovery and be willing to collect other pledges. To be eligible for Team recognition a Team must have at least 5 persons walking. *Also, as an added incentive, any Team Captain that recruits 10 or more Team Members receives a sweet navy blue ¼ zip Recovery Walks! sweatshirt.* Team Captains and Members do not have to be in recovery, you only need to support recovery. Team Members are also eligible for Individual prizes.
3. Walk as a **Team Member**, CCAR can help hook you up with a Team.
4. Walk as an **Individual**, collect pledges and earn prizes for reaching specified levels: GRAND PRIZE!!! Top Individual Fundraiser will receive a Personal Home Computer, Collect \$1000 and receive a DVD Player and be eligible for other drawings, Collect \$500 and receive an Assorted Gift Pack and be eligible for other drawings, Collect \$250 and receive a Recovery Walks! 1/4 Zip Sweatshirt, Collect \$100 and receive a Recovery Walks! cap.
5. **Attend the event!** Every person that attends helps to put recovery in a positive light.
6. Make an in-kind contribution. The walk needs many products, call the CCAR office for more information 1-(800)-708-9145.
7. **Volunteer** the day of the walk, you will need to apply for a position. To get an application download the form at www.ccar.us or call the office.
8. **Promote** the event by doing one or more of the following:
 - a. Talking to potential sponsors and pointing them to CCAR
 - b. Interest people in becoming Team Captains
 - c. Recruit other individuals to walk
 - d. Place materials in your agency or work place
 - e. Post flyers and/or posters
 - f. Display a Recovery Walks! **lawn sign** in your front yard or volunteer to put out several in key high-traffic areas
 - g. Write a letter to the Editor describing the event
 - h. Put an announcement on the local cable TV Community calendar
 - i. Put an announcement in the local newspaper

Visit us on the web www.ccar.us to download all kinds of forms and promotional material. Also, we always have material available at our office to pick up or mail, 530 Silas Deane Highway Suite 220, Wethersfield, CT 06109.