

2011 VOLUNTEER HANDBOOK



**BREATHE
CALIFORNIA**
of Sacramento-Emigrant Trails

The Clean Air and Healthy Lungs People
Since 1917

www.sacbreathe.org

(916) 444-5900

909 12th Street, Sacramento, CA 95814

KEY TREK PERSONNEL

If you have questions or concerns during the Trek, any of these people can help!

TREK STAFF

Kori Titus	CEO
Kimberly Bankston-Lee	Senior Program Director
Judy Bruguier	Senior Director
Jenna Dittman	Communications Manager
Anne Iaccopucci	Senior Program Manager
Argelia Leon	Program Manager
GiDiep Nguyen	Controller
Alex Tyannikov	Program Manager
Shellie Willetts	Program Manager

TREK STEERING COMMITTEE (VOLUNTEER MANAGERS)

Roni Abacherli	Trek Chair
Paul Adams	Media and Promotions
Don Augustine	Catering
Dave Bailey	Snacks
Dennis Bartoldo & Alice Martin	Communications
Anthony Contreras	Photography
Helen Hernandez	Camp Logistics
Ed Howard	Cantina
Scott McDonell, Larry & Yvonne Robinson	SAG
Carolyn Melville	Volunteers
Joan Estepa	Trekker Check-In
Ashley Rice	Rest Stops
Deborah Robinson	Massage
Ed Scanlan	Route
Sue Schooley	Fundraising
Stephen Seeboth	Recruitment
Elliot Sevier	Route Marking
Van U'Ren	Bike Mechanics and Parking

WELCOME VOLUNTEERS TO THE 25TH ANNUAL ETBT!

Thank you for donating your time to be a member of the Emigrant Trails Bike Trek Volunteer Team! This manual will help you become more acquainted with the ETBT and explain what is expected of you as a volunteer.

You will be working with staff members and other volunteers who are all enthusiastic and dedicated people. This team will set the tone for the entire Trek and help to create an enjoyable time for the Trekkers.

The Trek would not be possible without the help and dedication of our volunteers. Helping out may require a lot of energy, but there are many rewards! Not only will you meet wonderful people, but you will gain the satisfaction of being a key contributor to Breathe California's biggest fundraiser to ensure better lung health for future generations.

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VOLUNTEER QUALITIES

Commitment: The time you volunteer is a substantial and generous contribution to Breathe California. We appreciate your commitment and willingness to make the Trek and Trekkers a top priority for the duration of the event.

Trekker Support: During the Trek, Trekkers may have a variety of needs. Whether it is helping fix a flat tire or providing encouraging words, we want our Trekkers to feel comfortable in asking for assistance from our reliable volunteers. The Trekkers have worked hard to raise funds for Breathe California and we want to provide the best of care during their Trek. We need to always be sensitive to the Trekkers' needs, as well as the needs of other volunteers. The ability to listen is sometimes all it takes to give support.

Timeliness: It is imperative that volunteers be at their assigned sites on time. The Trekkers count on our reliability.

Patience: We never know how a day will unfold. Your patience may be tried by Trekkers, weather, campground problems, road construction, and other unforeseeable circumstances. On those challenging days, you'll need to call on your special reserve of tolerance and creativity.

Flexibility: At times you may be asked to do a task that is not part of your duties. Try to jump in when you see something that needs to be done: assigned or not, fun or not.

Sense of Humor: Almost everything is laughable: if we forget, we must remind one another!

Initiative: There may be times you won't have direct supervision; we'll count on you to make sensible decisions, but also try to involve the Trek staff when appropriate.

Knowledge: Volunteers should be familiar with emergency and rider protocol as well as the Trek rules and procedures outlined in this manual.

Transportation: You'll need to get yourself to and from the start/finish staging area. As a part of the Clean Air Agenda, Breathe California encourages carpooling, contact us if you would like help finding someone to carpool with.

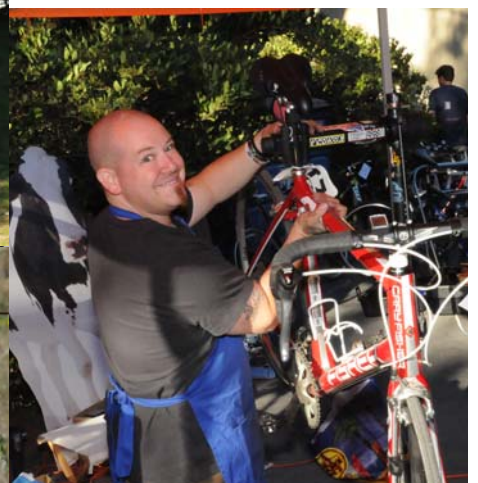
Working Conditions: You'll encounter a variety of people and personalities during the event, so be prepared to be open and friendly! You will also most likely get dirty throughout the day so please dress accordingly. Be prepared to witness the beautiful landscape of Petaluma while at the same time creating unforgettable experiences with your peers.

Perhaps most importantly. . .

We hope that our volunteers care about each other, and about the local communities we pass through. Trekkers fondly recall memories of the event and how well they were treated. With this in mind, you're bound to have one of your best experiences ever, both in giving and receiving.

IF YOU NEED HELP JUST ASK!

Our staff is always available to ensure everybody has the best experience possible. You are a very important volunteer, we're dedicated to your needs and the success of the Trek!



VOLUNTEER RESPONSIBILITIES

Here's a list of some of the areas you may be assigned to work at during the course of your day to day duties:

CANTINA

Here you'll be responsible for distributing drinks to qualified adults, collecting money, and making sure money gets to Trek Central at close.



CAMP SET-UP

Help unload the supply truck, set up tables, chairs, signage, banners, decorations, and canopies under direction of Trek staff and Volunteer Managers. Volunteers will be issued a camp map when they check-in at the Trek.

CAMP BREAKDOWN

Under direction of Trek staff, you'll assist in cleaning up the camp area after the event is over. This may include: breaking down tables, tenting and signage, and loading supplies onto the supply truck.



FOOD CLEAN UP

Collect stray plates, cups, and trash. You'll help empty trash bins in dining area, help the caterer clear food lines and load truck if needed.

FOOD SERVING

Check in with Catering Manager right before your assigned time to pick up an apron and gloves. Help set up serving tables and prepare food lines. Serve/replenish food as directed. Do not serve to those without wrist bands – this must be strictly enforced in order to ensure that there is enough food for all.



MASSAGE REGISTRATION

Write down appointment times for Trekkers, collect money, and make sure money gets to Trek Central at periodically throughout the day.

PHOTOGRAPHY

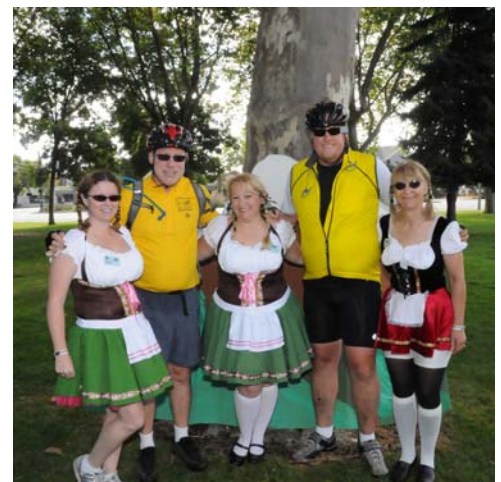
Take photos throughout the weekend for commemorative CD and promotion for future Treks. Take Team Photos. Assist in helping get team members together for their team photo.

REGISTRATION FOR TREKKERS

Responsible for checking in Trekkers by verifying that they have met \$450 minimum in paid pledges and have turned in their signed medical release form. **Have Trekkers sign waiver.** Issue Trekker Packet and T-shirt. Inform Trekker of route briefing location. Place wristband on Trekker's left arm. Keep track of people turning in enough money that morning that puts them over the \$1000 mark of total donations. See special instructions sheet with details on paperwork. If you have any questions or issues you cannot resolve, have the Trekker take their envelope to Kori Titus, CEO.

REST STOP

Set up festive rest stop with food, drink, utensils, tables and canopy. Provide food, water and fun to Trekkers. Responsible for decorating and acting according to theme. Bring chairs if desired. Pick up all supplies at end of day and clean up any trash left at site. Have first aid supplies available.



ROUTE MARKERS

Drive van. Ensure that route is marked early enough for Trekkers. Requires lifting heavy signage into and out of the van and setting up signage properly on the roadway according to permits. Required to wear safety vest while setting signs on route. Should be knowledgeable about the route and very familiar with route signage plan. Restock van with signage for the next day when route sweeps get into camp. Work gloves and vests provided.



SIGN SWEEPS

Drive van. Pick up signage after all Trekkers have passed that point. Requires lifting heavy signage into and out of van. Required to wear safety vest while collecting signs on the route. Move signs from the van into Route Marking vehicle when you return to camp. Work gloves and vests provided.

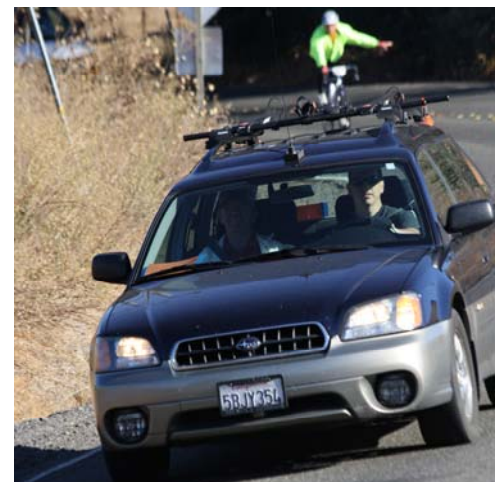


SNACK BAR

Follow the Snack Manager's direction to set up food tables, prepare food, ensure food and drink quantities are plentiful, and clean up when done.

TREK CENTRAL

Answer questions about the Trek, take off, camp, and activities. Must be very experienced with Trek activities. Keep track of general (office and camp) supplies. Be familiar with camp map, restroom locations, and daily schedule. Keep track of lost and found items. Communicate with staff/volunteers. Use computer if necessary to create graphics and/or reports. Set up display boards, message boards, and write daily notes on flip charts. Provide first aid as needed.



TREKKER CHECK-IN

The Trekkers have just cycled many miles –so give them some encouragement! Check off Trekkers' numbers as they come in for the day to verify that all Trekkers have made it to camp. Direct Trekkers to camp area and Trek Central for any further information. Provide Trek Central with a list of Trekkers who have not checked in once the sweep has checked in to camp.



TRAFFIC CONTROL/PARKING

Under direction from Parking Manager, help Trekkers, guests, and volunteers get to designated parking and drop off areas. Help ensure efficient parking in lots (open areas without pre-marked spaces). Must be cheerfully assertive. Be familiar with parking plan. Traffic Control **volunteers are issued an orange vest they must wear while on duty.**



VOLUNTEER CHECK-IN

Welcome volunteers, make sure all of their paperwork is in order, give out volunteer packets and T-shirts, and direct volunteers to their posts. Be familiar with volunteer assignments and duties and be ready to answer questions. Place wristband on volunteers.



WATER STOP

Set up tables, canopy and water for cyclists to rest and replenish their water supply. Encouraged to participate in the rest stop themes. Bring chairs if desired. Some water stops will be stocked with water to carry in a rented vehicle, others will get their water from the set up location.

WHAT YOU SHOULD BRING

There are a number of items that you may want to pack for yourself. Even though we will probably have excellent weather, be prepared for cooler temperatures in the evening. It is best to adapt to changing outdoor conditions by layering your clothes. The ideas below are only recommendations. You may want to modify them based on your own preferences and weather forecast.

We recommend packing:

- Camera
- Flashlight
- Ground Cloth
- Insect Repellent
- Jeans
- Medication (prescriptions, aspirin, allergy, etc.)
- Money for purchases at the Cantina, Trading Post, etc.
- Sleeping bag and pad
- Soft-Sided duffel bag
- Sun block and clothes for sun protection
- Sunglasses
- Swimsuit & Towel
- Tent
- Toiletries
- Walking shoes that can get dirty
- Warm jacket/sweater for the evening

WHAT WE WILL PROVIDE

Food: All meals will be provided to volunteers

Camping: All **tent** camping during the Trek is provided.

Please provide your own tent.

Extras: You will be provided a nametag, meal wristband and one ETBT t-shirt.

Post-Trek: Volunteer Thank You Dinner

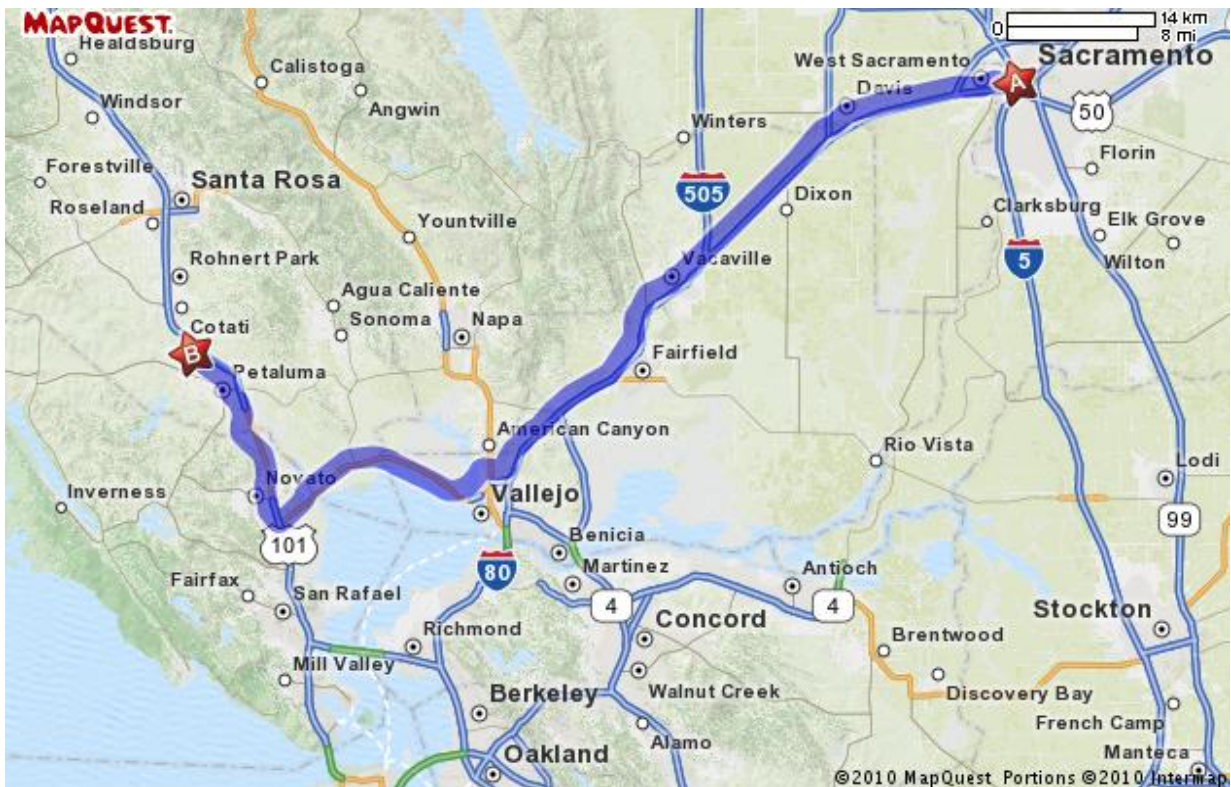
And Fun!

DIRECTIONS

To Petaluma KOA
20 Rainsville Road, Petaluma, CA 94952

FROM DOWNTOWN SACRAMENTO:

Directions	Approx. Miles
Take I-80 W.	48.2
Merge onto CA-37 W via exit 33B toward SAN RAFAEL	21.3
Merge onto US-101 N toward SANTA ROSA/ EUREKA	16.0
Take the OLD REDWOOD HWY exit toward PENNGROVE	0.2
Turn LEFT onto OLD REDWOOD HWY/ PETALUMA BLVD N.	0.3
Turn RIGHT onto STONY POINT RD	0.4
Turn LEFT onto RAINSVILLE RD. Turn RIGHT into KOA.	



DAILY SCHEDULE - DAY ONE - FRIDAY, SEPTEMBER 9

ACTIVITY	LOCATION	TIME
Coffee	Tented Dining Area	6 am
Continental Breakfast	Tented Dining Area	7 am – 9 am
Team Photos	Far end of Tented Dining Area	7 am – 9 am
Registration – Trekkers & Volunteers	Lawn in front of Store/Office	7 am – 9 am
Bike Mechanics	Site # 124 in Lower Tenting Area	7 am – 9 am
Massage Sign-Ups	Lawn in front of Store/Office	7 am – 9 am
Trek Central/Trek Trading Post	Kabin #67	7 am – 8 pm
Mandatory Safety Talk/ Route Briefing	Entrance Road/Trek Starting Line	8:45 am
Trek – Short and Middle Routes	See route maps for details	9 am – 1 pm
Trek – Long Route	See route map for details	9 am – 3 pm
Pool Open	Pool	9 am – 9 pm
Lunch – Trekkers, Long Route	Libby Park, Sebastopol	11 am – 2 pm
Lunch – Volunteers/Camp Guests/ Trekkers, Short & Middle Routes	Tented Dining Area	12 pm – 1:30 pm
Free Snack Bar	Kamper Kitchen	2 pm – 5 pm
Music	Kamper Kitchen	2 pm – 6 pm
Massages/Massage Sign-Ups	Behind Lower Tenting Area	2 pm – 6 pm & 7 pm – 8:30 pm
Afternoon Cantina (<i>no host</i>)	Kamper Kitchen	3 pm – 6 pm
Bike Mechanics	Site #124 in Lower Tenting Area	3 pm – 6 pm
Incentive Distribution	Trek Central – Kabin #67	5 pm – 8 pm
Dinner – Red Oak BBQ	Tented Dining Area	6 pm – 7 pm
Wine & Dine (<i>by the glass/bottle – no host</i>)	In front of Tented Dining Area	6 pm – 7 pm
Breathe California Awards Program (<i>Winners Circle Awards/Sponsor Recognition/ Team Competition Announcements/Route Briefing</i>)	Tented Dining Area	6:30 pm – 7:30 pm
Evening Cantina (<i>no host</i>)	Rec. Hall Tent	7:30 pm – 9:30 pm
Trivia Night	Rec. Hall Tent	7:30 pm – 10 pm
Outdoor Movie	Near pool area	8 pm – 10 pm
Quiet Time		10 pm

DAILY SCHEDULE - DAY TWO - SATURDAY, SEPTEMBER 10

ACTIVITY	LOCATION	TIME
Coffee	Tented Dining Area	6 am
Breakfast – Red Oak BBQ	Tented Dining Area	6:30 am – 8 am
Route Briefing/Safety Talk	Tented Dining Area	7 am
Trek Central/Trek Trading Post	Kabin #67	7 am – 8 pm
Team Photos	Far end of Tented Dining Area	7 am – 8 am
Bike Mechanics	Site #124 in Lower Tenting Area	7 am – 9 am
Incentive Distribution	Trek Central – Kabin #67	7 am – 8 pm
Trek – Short and Middle Routes	See route maps for details	8 am – 1 pm
Trek – Long Route	See route map for details	8 am – 3 pm
Pool Open	Pool	9 am – 9 pm
Lunch – Trekkers, Long Route	Valley Ford Market	11 am – 2 pm
Lunch – Volunteers/Camp Guests/ Trekkers, Short & Middle Routes	Tented Dining Area	12 pm – 1:30 pm
Massages/Massage Sign-Ups	Behind Lower Tenting Area	1 pm – 6 pm & 7 pm – 8:30 pm
Free Snack Bar	Kamper Kitchen	2 pm – 5 pm
Music	Kamper Kitchen	2 pm – 6 pm
Team T-Shirt/Jersey Contest Voting	Trek Central – Kabin #67	2 pm – 6 pm
Afternoon Cantina (<i>no host</i>)	Kamper Kitchen	3 pm – 6 pm
Bike Mechanics	Site #124 in Lower Tenting Area	3 pm – 6 pm
Dinner – Red Oak BBQ	Tented Dining Area	6 pm – 7 pm
Wine & Dine (<i>by the glass/bottle – no host</i>)	In front of Tented Dining Area	6 pm – 7 pm
Evening Cantina (<i>no host</i>)	Rec. Hall Tent	7:30 pm – 9 pm
80s Dance, Emceed by DJ	Rec. Hall Tent	7:30 pm – 10 pm
Outdoor Movie	Near pool area	8 pm – 10 pm

DAILY SCHEDULE - DAY THREE - SUNDAY, SEPTEMBER 11

ACTIVITY	LOCATION	TIME
Coffee	Tented Dining Area	6 am
Breakfast – Red Oak BBQ	Tented Dining Area	6:30 am – 8 am
Route Briefing/Safety Talk	Tented Dining Area	7 am
Trek Central/Trek Trading Post	Kabin #67	7 am – 2 pm
Team Photos	Far end of Tented Dining Area	7 am – 8 am
Bike Mechanics	Site #124 in Lower Tenting Area	7 am – 9 am
Incentive Distribution	Trek Central – Kabin 67	7 am– 1 pm
Trek	See route maps for details	8 am – 2 pm
2012 Trek Registration	In front of Tented Dining Area	11 am – 2 pm
BBQ Lunch – Red Oak BBQ	Tented Dining Area	11 am – 2 pm

Please note, the daily schedule is subject to change

****ALL TREK AMENITIES CLOSE AT 2 PM****

SAFETY PROCEDURES

RIDING PROTOCOL: If you observe poor behavior, (i.e. not riding single file, stopping or leaving bikes in the road, riding on the wrong side), let a SAG vehicle leader know and they will handle the situation. If it seems prudent for safety, please do the following:

1. Ask for the Trekker's cooperation. Always be polite.
2. Alert the Trekker that he/she will not be able to continue riding if unsafe behavior is continued.
3. Note that if the safety of the individual or of the group, or the morale of the group is in jeopardy, the Trekker will be asked to ride in a support vehicle and return to camp. The Trek agreement that they receive before the Trek states that a Trek leader reserves the right to make any decision necessary for the safety or morale of the entire group.

EMERGENCY PROCEDURES

1. ENSURE YOUR SAFETY

Your safety comes first! Act only if you can do so safely. Otherwise you may add to the problem by becoming a victim yourself. Respond only to your level of training.

2. ENSURE THE VICTIM'S SAFETY

- A. Do not move the victim unless they are in danger. If the victim needs to be moved for their safety, move them out of danger, then call the emergency contact number, which will be on the Route map. This number will put you in touch with our Ham radio operator. He or she can then ensure the appropriate response depending on the location. Call 911 only if you cannot reach someone at the emergency contact number.
- B. If the victim cannot be moved or does not need to be moved:
 1. Call the emergency contact number for medical help or send someone to the nearest rest stop to place the call. California Highway Patrol is the designated response agency.
 2. If the situation is interfering with vehicular traffic, send enough people as necessary to alert traffic (at least 300 feet from the scene or as the situation dictates). Also use orange traffic cones or emergency triangles if available.
- C. In all cases, try to prevent a crowd from forming, give the victim and responders space, and keep traffic moving as safety allows. Make sure someone stays with the victim at all times until help arrives.
- D. Obtain Trekker's name, number, accident details, and the location. Report this information to Trek Central as soon as possible.

DRIVING SAFELY ON THE TREK ROUTE

****Please drive along the route only if absolutely necessary.****

When driving along the Trek route, make sure that you follow these rules:

1. If it is not necessary for you to be on the route, please use the alternate directions provided to you to get to your location and avoid Trek routes where possible.
2. Use extreme care when passing cyclists! Please allow plenty of room swinging wide when possible. Never pass on a hill or blind curve. Hang back until it is clearly safe to pass.
3. When stopping, pull all the way off the road in a good sized turnout. Leave plenty of room at the back of your vehicle (or front if it is safer) for several cyclists to stop. Make sure cyclists are entirely off the road. Use hazard lights if appropriate.
4. Use a vehicle sign, if provided.
5. Drive at normal speeds - making sure that it is safe for current conditions. Excessively slow driving or stopping in the road is dangerous.

ENCOURAGEMENT AND SUPPORT ON THE TREK ROUTE

The Trek is a personal challenge for many Trekkers. We don't require that anyone ride every mile. If you see people walking up a hill, give them support. We should encourage Trekkers to finish the Trek however they can! However, there are certain situations where the Trekker should be required by staff or volunteers to ride in a SAG vehicle. (NOTE : Once again, the Trek staff, On Road Manager and the experienced SAG crew are the only people who will be responsible for making these calls).

It is necessary to SAG when:

1. Dangerous conditions exist (bad weather, poor visibility, etc.)
2. When the Trekker is exhibiting poor behavior and/or is a danger to himself or to other riders.
3. When the Trekker is not capable of making a sound decision about his/her ability to continue. This is a judgment call, but it's better to be safe than sorry.

TREK RULES

Volunteers are expected to read and understand the following rules:

1. Obey all applicable laws and regulations of the area through which the Trek passes.
2. Assume the responsibility of practicing standard outdoor ethics.
3. Understand that Breathe California reserves the right to end the Trek, or request an individual to leave the Trek, if group or individual safety, health or morale requires such action.
4. Observe the **no tobacco** policy.
5. Observe the 10 PM quiet time.
6. Be 21 years of age or older to consume alcoholic beverages, and maintain appropriate behavior if you do. In addition, do not consume alcohol while on the road or on duty.
7. Please carpool if possible.
8. **Pets are not allowed in the tenting area.**
9. We ask that volunteers be sure to **wear their nametag** at all times on the Trek. It is very important that Trekkers be able to easily identify the volunteers that are there to support them

Please help make the Trek a clean air event and carpool to, from and throughout the Trek. Thank you for your help in our mission for clean air and healthy lungs!



TREK DOLLARS AT WORK

Since 1917, Breathe California of Sacramento-Emigrant Trails has been a champion in fighting for clean air and healthy lungs by partnering with youth, advocating public policy, supporting air pollution research, and educating the public.

Now in its 25th year, the annual Emigrant Trails Bike Trek is Breathe California's largest fundraiser, raising money to support and expand our innovative local programs that help clean the air we breathe, teach people how to better control their asthma, and keep tobacco out of the hands of children.



CLEAN AIR

A.I.R. Project (Ask. Investigate. Resolve.) – A scientific research and advocacy project that helps high school and junior high school students measure and improve the air quality on their campuses.

Air Quality Flag Program – A multi-colored flag system run by students on elementary school campuses that acts as a daily indicator of outdoor air quality conditions.

O24u – An environmental education program designed to fit into existing after school programs for children ages 8-14.

iBreathe: Sacramento – A free, air quality iPhone app designed to provide alerts about air quality information in our region right to your iPhone, iPad and iTouch (when connected to the internet).

LUNG HEALTH

Your Asthma Book – A resource created to help people better understand and control their asthma – available in English, Spanish, Hindi, Vietnamese and Chinese.

Asthma in the Classroom – A guide designed to help teachers and school staff better understand asthma and how it impacts their students.

Teens and Asthma – Teen-friendly answers to your asthma questions, available in English and Spanish.



TOBACCO PREVENTION

Thumbs Up! Thumbs Down! – Working with young people and Hollywood to counter the glamorization of tobacco in film.

ATTACK Toolkit – A toolkit for countering tobacco industry marketing tactics aimed at young adults ages 18-25.



Learn, Live, Breathe and smokefreerental.com – A project and website for property owners to learn how to adopt and implement smoke-free policies in their rental communities, and a searchable database for renters seeking smoke-free rentals.



Thanks to the funds raised by the Emigrant Trails Bike Trek, we are able to continue our fight for clean air, healthy lungs and a tobacco-free future through the continuation and expansion of our local programs.

For more information about us and our programs, visit www.sacbreathe.org.

**THANK YOU TO OUR
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CONTRIBUTING SPONSORS

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