

**It takes guts to make it stop.**

## Registration Captain

Gutsy Walk is the signature national fundraising event for Crohn's and Colitis Canada, with almost 60 communities across Canada coming together on one day in June to raise money to advance medical research on these devastating chronic diseases that touch 1 in 150 Canadians. Together, we will make Crohn's and colitis stop. For life.

As the Registration Captain, you will lead registration activities to handle the intake of funds, including:

- Participate in all Crohn's and Colitis Canada training offered, and follow registration procedures to ensure CRA compliance. Ensuring follow through of Crohn's and Colitis Canada policies and procedures
- Determine volunteer needs and work closely with Volunteer Captain to find the right fit, providing pre-event orientation and training to registration volunteers, on-site support and supervision
- Submit Event Day Tracking report to staff partner immediately post event
- Work closely with banking/accounting lead to ensure accurate fund intake, manage pre-banking nights (if applicable and as necessary)
- Act as the point person for registration, working closely with other committee members
- **Recommendation** – for this role be supported by Co-Chairs. On Event day working with one another to ensure a smooth counting process, and positive participant event day experience.

Time Commitment:

- Committee meetings take place monthly from approx. September to May, with additional meetings leading up to event day and a post-event wrap up meeting.
- Some evening and weekend activity is required for volunteer training and pre-banking nights. Some daytime availability is ideal (phone calls, emails). Participate in webinar trainings offered nationally to be familiar with processes and tools at your disposal
- This role requires a commitment to follow through until post-event wrap up in June/July

What you bring:

- Strong attention to detail, with previous banking/numerical experience an asset.
- Enjoys processes, record keeping and customer service interacting with the public
- Excellent ability to clearly communicate instructions and establish organized processes for self and others
- Able to work quickly yet efficiently to ensure that registration is error free on event day

What we offer:

- A community of support, a dedicated staff partner, team of peers and role-specific training
- An opportunity to use and grow professional skills, expand your network
- A hands-on chance to make a meaningful difference in the lives of people living with Crohn's and ulcerative colitis in your community

I have read, understood and agree to fulfill the responsibilities as outlined. I make a commitment to be active in this role from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Volunteer Signature & Date

\_\_\_\_\_  
Staff Partner Signature & Date

**Crohn's and Colitis Canada commits to supporting you in your role and to providing an engaging volunteer experience. Your feedback is appreciated- [volunteer@crohnsandcolitis.ca](mailto:volunteer@crohnsandcolitis.ca)**