

**As Shavee Recruiter, you are vital to the success of your event!
More shaveesSM and trimees = more money for lifesaving research**

Pre-Event Duties

- Utilize the posters provided by the Foundation and social media to market your event and create awareness in your community.
- There is a role for everyone: i.e. shavees, fundraising participants, event support volunteers, trimees, etc.
- Tap into all the groups and resources within your community: Scouts, schools, sports teams, service clubs and Public Service Departments (police/fire/public utilities/city departments). Ask for opportunities to give a brief presentation.
- Reach out to previous shavees/trimees through email and phone to invite them back.
- Encourage existing shavees/trimees to recruit a friend and shave together.
- Send a welcome email to shavees/trimees as they register and include fundraising tips.
 - They have a QR code that takes donors directly to their participant donation page.
 - Create a Facebook Fundraiser through their member's area.
 - Ask employer if they would be interested in sponsoring them.
- Check-in from time to time and offer assistance and support. It will keep them excited and motivated to continue fundraising.
- Provide any interesting stories or facts to the emcee to highlight them during the event.
- Utilize the Shavee Scheduler tool in the Members area to assist you in planning out the flow of your event.

Day of Event

- Welcome and greet participants as they arrive and be sure to thank them and recognize their years of participation.
- Work with your VEO to coordinate the check-in process, ensuring that all shavees and trimees have completed the Participant Agreement or registered online.
- Participants under the age of 18 must have their parent or legal guardian sign a hard copy of their Participant Agreement.
- Ensure that qualified participants receive the annual fundraising t-shirt and lapel pin. The Foundation encourages fundraising participants to raise a minimum of \$50 to receive their commemorative items.
- Encourage participants to have their QR code ready for on-site donations.
- Determine the walk-in shavee and trimee process (including Fast Registration) and ensure that is being followed.
- Train and oversee any other volunteers helping with the registration and check-in process on site.
- In partnership with your VEO, be sure to thank your shavees/trimees and congratulate them on their new haircut and fundraising efforts! Plan and develop a recognition plan in advance, not as a last minute afterthought.



Questions? We are here to help! Contact us at Events@StBaldricks.org or 888.899.BALD (2253).