

Bridges -- Run Check List

Use this form to help organize your Run.

Date of Run: _____ (must sign up in advance on www.bridgesoutreach.org)

Destination: _____

Meeting Time and Place : _____

In Advance of the Run

- Assign one coordinator for this Run. Please notify Bridges of any changes and provide new contact information as necessary.
- For NYC Runs, assign 5 to 15 volunteers in total including chaperones – High School students and older only. For Newark and Irvington Runs, assign 5-10 volunteers in total including chaperones (Adult:student ratio, 1:5)
- Arrange transportation for volunteers
- Print driving directions for all drivers: <http://www.bridgesoutreach.org/directions>
- Print and sign release forms for adults and for minors <http://www.bridgesoutreach.org/forms> (give to Run Coordinator at Run)
- Review all safety guidelines with volunteers (on Release Forms)
- Review website for further information
- All drivers exchange cell phone numbers with other drivers and Run Coordinator – do not stop while in transit, communicate by cell phone.
- seasonal clothing – please deliver any items you wish to bring on your Run in advance of the Run so that it may be sorted and prepared for the Run. Due to distribution and storage constraints, Bridges cannot accept an excessive amount of clothing donations. The most needed clothing items are men's casual clothes.
- Please be on time. The Run will NOT wait for any individual or group. If you miss the Run, communicate by cell with the Run coordinator and use printed directions to meet the RUN.

BRING on the Run

- A minimum of 300 lunches-meat sandwich, drink, soft fruit, snack (salty and/or sweet)
- 100 toiletry kits – soap, shampoos/conditioner, deodorant, lotion, lip balm, shaving cream (Bridges provides shaving blades), toothbrushes, toothpaste and a wash cloth.
- Volunteers, driving instructions, and signed release forms
- **Note: Sponsoring volunteer organization or parents are responsible for the conduct of their children and volunteers.**

Important Phone Numbers:

Bridges' Office (office hours M-F only): 908-273-0176
Francis Moses (for Friday Runs) (cell): 908-377-2984
Dan RosenHanst (For Saturday and Sunday Runs) (cell): 973-902-9915
Lois Bhatt (in case of emergency) (cell): 908-967-1963

For specific questions, contact the Run Coordinator for your Run.