

**RUNNER/ Forms Collector**

**JOB DESCRIPTION: Pick up completed registration forms and drop off new registration forms at registration locations throughout XXX County.**

* Sign up for Runner volunteer slots on needed days, which are typically a weekday towards the end of each month
* Pick up Runner materials from Volunteer Manager at the beginning of your shift:
  + Route sheet with each location listed
  + Pickup form for each location
  + Collection envelopes
  + Registration forms stamped with Group Codes for each location
  + new ballot boxes and forms for any new locations OR for locations that need to have box replaced
* Make sure that Volunteer Manager has your updated driver’s license and insurance information
* Ensure that you have correct driving directions to locations AND a Site Contact name and phone number on each pickup form
* Drive to each location and:
  + check in at the front desk (or other appropriate location) to let someone know that you are there from XXX County Imagination Library
  + leave new ballot box and forms OR open existing registration box/retrieve envelope/etc. and place completed registration forms in collection envelope(s) marked for each location
  + leave new registration forms stamped with appropriate Group Code (may need to be folded to fit in ballot boxes)
  + make sure that ballot box and other materials are in good shape and don’t need to be replaced
  + if Site has any questions or concerns, please let them know that you will tell the Volunteer Manager (or call Volunteer Manager right then)
* double check that all completed registration forms are stamped with Group Code number for the location where they were picked up; if not, STAMP with appropriate code
* Return completed pickup sheets and registration forms to Volunteer Manager
* convey any concerns or questions from sites to Volunteer Manager

**NOTE: Runners MUST provide a valid driver’s license and proof of current vehicle insurance**