

PRINCETON 5K VOLUNTEER DETAIL

ALL PLEASE READ THIS PART

In the event of an emergency, please call 911. For all other concerns or questions, please call Courtney Newman @ 908-872-0217. (It's best to add this number to your contacts now)

All volunteers must register @ [2026 Princeton 5K Volunteer Registration](#)

If at any time you are unable to fill your volunteer role, please let Courtney know ASAP.

After the race, please see Courtney with any documents you need signed to confirm volunteer hours.

Packet Pickup Volunteers

MARCH 20th

Location: Fleet Feet Princeton, 108 Nassau Street

Time: 12 to 3 PM / 3 to 7 PM

MARCH 21st

Location: Princeton High School Performing Arts Center PARKING LOT located on Walnut Lane across from the intersection with Franklin Avenue.

Time: 6:45 AM to 8:30 AM

Details:

There are two roles in registration - checking participants in via dynamic bib assignment and supporting those who are checking participants in.

All volunteers who are comfortable using an app need to download the check-in app to their phone prior to arriving.

Apple: [RaceDay CheckIn on the App Store \(apple.com\)](#)

Android: [RaceDay CheckIn - Apps on Google Play](#)

Once the app is downloaded, search and load The Princeton 5K and text Courtney for the password. Upon arrival, we will show you how to use the app. The process is simple, type in the participants name, assign the next bib in the pile, save. It's simple but critical that you assign the bib number correctly so please focus!

Please do not wait until race day to download the app. Inevitably volunteers arrive on race day, need to download an app, forget their apple password, etc. (lol)

For those supporting registration check in, the volunteer checking participants call out the size of a shirt if the participant added a shirt on when registering. It will be your job to grab that so the line keeps moving quickly. We have unisex cut shirts. They must take the shirt that they selected when registering. They can swap the size post race from our left overs.

If someone is picking up more than one bib, it is critical that you label the bib with the participants initials so they do not mix them up and impact timing.

Water Station Volunteers

Location: TBD

Time of Shift: 8 to 9:30 AM

Details:

Upon arrival you will have gallon bottles of water and cups. Pour cups about 2/3 full and hand to runners. It's a good idea to prefill the table with cups of water before the participants arrive. Do not open everything and fill every cup as not every runner will take water especially if it's not super hot.

You will also be provided with garbage cans and bags. Please place them past the water tables to give the participants distance to drink before disposing of their cups. Remind participants that garbage cans are up ahead in hopes that they use them. Inevitably some will throw them to the side. When possible, please pick any dropped cups that could cause another participant to trip. This should be done only if you don't get in the way of the participants.

Please keep the area around your table neat. Put cups in garbage bags and crushed recyclable bottles in water boxes. After the race, be sure your area is clean of litter. You'll want to walk about 50 feet up the road and check both sides of the road for garbage.

When all participants have passed as indicated by the sweep police car, break down your table and help stack everything on the side of the road.

Lastly, don't forget to encourage and cheer for the participants. It helps a lot!

It is critical that you stay out of the way of the runners.

Course Marshals

Location: On a specific turn on the course

Time of Shift: 8:15 to 9:30 AM

Map @ [2026 Princeton 5K](#)

The course will be marked and police will be managing traffic. Your job is to ensure the race follows the course. You will also serve as our eyes and ears across the 5K course to ensure

there are no safety concerns. A lead bike will tell you when the first runner is approaching, a sweep police car will tell you when the last runner has passed. If driving to your location, please park off the course.

Site Setup & Clean Up Volunteers

Location: Princeton High School Performing Arts Center PARKING LOT located on Walnut Lane across from the intersection with Franklin Avenue.

Setup Shift: 6:15 to 7:15 AM

Help set up the race village according to maps provided.

Clean Up Shift: 10 to 11 AM

This is an all hands on deck approach to cleaning up the event. Help break down tables, tents, pick up garbage and pack up the race site.

Info Table & TY Table

Be the one who knows everything about race day. What time do the events start? Where are the bathrooms? Who wins awards? Can I still register? Know the frequently asked questions detailed @ [2026 Princeton 5K](#).

Manage the Sponsor Thank You's by bringing pre-printed cards, markers for athletes to sign, drop cards in mail. This requires coordinating in advance of the race so the coaches can tell the students to participate.

Awards Volunteers

Location: Princeton High School Performing Arts Center PARKING LOT located on Walnut Lane across from the intersection with Franklin Avenue.

Time of Shift: 9 to 10:15 AM

Details:

While we will have an awards ceremony following the kids sprints but depending on weather or Saturday plans, some like to leave immediately following their finish.

In three divisions (Male, Female and Non-binary), Overall Awards will be distributed to the top 3.

Age Group awards will be distributed to the top 3 in male and female divisions.

Age groups are: <14, 15 - 19, 20 - 29, 30 - 39, 40 - 49, 50 - 59, 60 - 69, 70+

1st Place, Boy and Girl, PHS XC or T&F athlete

1st Place, Boy and Girl, PMS athlete

Trophy for the Princeton school with the most participants (student + teachers)

Awards for top combined team of Mother/Daughter, Mother/Son, Father/Daughter and Father/Son.

Medals will be marked for those for finishing first, second or third in an age group.

You will have a link to the results or participants can show you their phone which will show their place in the field. If they show 1st through 3rd in their age group, you can give them an award.

During the ceremony, Courtney will read awards while you hand them out.

KIDS Sprints:

Location: Start / Finish

Time of Shift: 9:15 to 9:45 AM

Details:

Assist with organizing the tiny sprinters. Roles involve standing at the turn around point, encourage the kids mid race and handing out finisher ribbons and medals to all kids.