



## Call for Volunteers!

### Join us in hosting the 2012 Canon Envirothon.

Do you enjoy working with youth? Do you care about natural resources and the environment? Do you want to make a difference in education awareness about our environmental footprint? Here's your chance to participate in all of these areas. Volunteer for the Canon Envirothon, North America's largest high school natural resource education program.

From July 22 – 27, 2012, Pennsylvania will host the 25<sup>th</sup> annual Canon Envirothon at the Susquehanna University. Teams will come to Selinsgrove from nearly every U.S. state and Canadian province/territory, numbering close to 600 students, teachers, and others.

Examples of some of the volunteer responsibilities:

**Registration** – Check in teams; provide housing information; provide information about the area

**Airport Greeters** – Welcome teams to Pennsylvania; assist in directing teams to shuttle buses

**Candid Photographers** – Capture all aspects of the Canon Envirothon

**Group buddies/Bus monitors** – Serve as a non-biased chaperone for the teams; travel with the students to stations

There are several volunteer tasks and we will need close to 250 volunteers for the event. If you can help for a half day, a full day, or several days, we welcome you!

For more information, or to sign up as a volunteer, contact: [kbooks@pa.gov](mailto:kbooks@pa.gov) or visit the PA Envirothon website Canon Envirothon 2012 section at [www.envirothonpa.org](http://www.envirothonpa.org).

## **2012 Canon Envirothon Volunteer Job Descriptions**

Below is a list of all volunteer positions needed for the 2012 Canon Envirothon at Susquehanna University July 22-27. If interested in volunteering please complete the **Volunteer Registration Form** with your contact information, when you are available and what positions you would like to volunteer. Please be sure to have your supervisor's approval before volunteering if planning to attend on work time. Positions will be filled in the order in which forms are received. Forms should be submitted to **Karen Books** at the address listed on the registration form. You will receive confirmation of being selected as a volunteer within a week of submitting the form and given additional information about your assignment after all assignments have been made.

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### **Registration Setup** – (6)

**Date:** Sunday, July 22

**Time:** 10:00 am – 12:00 pm

**Duties:** Set up and prepare for team and guest registration

### **Registration Assistants** – (15)

**Date:** Sunday, July 22

**Time:** 12:30 pm – 6:00 pm

**Duties:** Check teams in, provide housing information, and provide information about the area

### **Photo Assistant at Registration** – (2)

**Date:** Sunday, July 22

**Time:** 12:30 pm – 6:00 pm

**Duties:** Assist photographer in lining up teams and preparing next team for photo

### **Airport Greeters** – (4-6)

**Date:** Sunday, July 22

**Time:** 8:00 am – 10:00 pm (may be broken down into 2-3 shifts)

**Duties:** Greet teams at the airport, show them where they can wait for the shuttle and ensure they get on a shuttle to campus.

### **Airport Bus Monitors** – (4-8) (1 per bus)

**Date:** Sunday, July 22

**Time:** 8:00 am – 10:00 pm (may be broken down into 2-3 shifts)

**Duties:** Travel on bus from Airport to Susquehanna University with teams. Assist in loading and unloading luggage (if needed). Assist bus driver with directions to campus. Call Campus if there is a problem on the bus.

### **Advisor Meeting Setup** – (1)

**Date:** Sunday, July 22

**Time:** 5:00 pm – 6:00 pm

**Duties:** Assist Site Logistics crew with setting up room and AV equipment for meeting.

**Opening Ceremony Setup:** (3)

**Date:** Sunday, July 22

**Time:** 3:00 pm – 6:00 pm

**Duties:** Assist the Opening Ceremony Committee in setting up for the ceremony. Set up flags, check lighting, sound and go over program to ensure everything is in place and timed correctly.

**Flag Bearer Training:** (4)

**Date:** Sunday, July 22

**Time:** 5:00 pm – 6:30 pm

**Duties:** Assist Opening Ceremony Committee with training flag bearers. Work with team members to find their flag and line up in the proper order. Explain how they should walk and hold the flag.

**Opening Ceremony Assistants:** (6)

**Date:** Sunday, July 22

**Time:** 6:30 pm – 9:00 pm

**Duties:** Assist the Opening Ceremony Committee during the ceremony. It is helpful if some of these volunteers also help with setup and flag bearer training. Help lining up the flag bearers, hand out programs, and assist backstage during the ceremony.

**Trading Session Assistants:** (2)

**Date:** Sunday, July 22

**Time:** 3:00 pm – 5:00 pm for set up and then 8:00 pm – 10:00 pm for trading session

**Duties:** Assist Activities Committee in setting up for the trading session. Be present during trading session to help wherever needed.

**Dining Hall Tour Guide** (3)(1 each meal)

**Date:** Sunday, July 22, Monday July 23

**Time:** Sunday, 5:30 pm – 6:30 pm, Monday 6:15 am – 7:30 am, Monday 12:00 pm – 1:30 pm

**Duties:** Show people in the cafeteria where utensils and drinks are located, where/how to return dishes and answer other cafeteria related questions they may have.

**Daily Newsletter:** (2) each day

**Date:** Sunday, July 22 – Thursday, July 26<sup>th</sup>

**Time:** 7:00 pm – 9:00 pm each night

**Duties:** Work with the Newsletter Committee to write articles, select photos, layout and proofread the daily newsletter

**Canon War Room:** (1) each Day

**Date:** Sunday, July 22 – Thursday, July 26<sup>th</sup>

**Time:** 7:30 am – 5:00 pm each day

**Duties:** Assist with office duties however needed

**Pennsylvania War Room:** (1) each Day

**Date:** Sunday, July 22 – Thursday, July 26<sup>th</sup>

**Time:** 7:30 am – 5:00 pm each day

**Duties:** Assist with office duties however needed

**Volunteer Office:** (1) each Day

**Date:** Sunday, July 22 – Thursday, July 26<sup>th</sup>

**Time:** 7:00 am – 5:00 pm each day

**Duties:** Check in volunteers, make sure all volunteer forms are completed and received, Provide instructions to volunteer and show them where they are to report. Ensure all volunteer positions are filled throughout the week.

**Daily Briefing:** (1) each Day

**Date:** Monday, July 23 – Thursday, July 26<sup>th</sup>

**Time:** 7:00 am – 7:30 am each day

**Duties:** Assist with briefing however needed

**Bus Loading Assistants:** (2) each day

**Date:** Monday, July 23 & Tuesday, July 24

**Time:** 7:30 am – 8:15 am each day

**Duties:** Help teams find the correct bus to take them to the Education day and the testing sites.

**Group Buddies/Bus Monitors:** (10 Monday & 15 Tuesday)

**Date:** Monday, July 23, Tuesday, July 24

**Time:** 7:30 am – 4:30 pm

**Duties:** Ensure the proper teams are on your bus. Take responsibility in the case of emergency on the bus. At the site stay with your group all day, report any rule infractions to Station Judge and help students rotated to the correct station.

**Advisor Tour Guides:** (3) Monday, Tuesday and Wednesday

**Date:** Monday July 23, Tuesday July 24 and Wednesday July 25

**Time:** 8:00 am – 2:30 pm, 12:30 pm – 5:30 pm and 7:30 am – 6:00 pm (times vary each day depending on tour)

**Duties:** Check advisors onto bus for tour. Travel along on the tour. Be the contact/responsible party in case there are any problems on the trip. Check to make sure all advisors are on the bus for the return trip back to campus.

**Station Judges/Timers:** (5 Monday & 5 Tuesday)

**Date:** Monday July 23 & Tuesday July 24

**Time:** 7:30 am – 5:00 pm

**Duties:** Keep time during the education highlights or the station testing. Ensure teams are notified of time remaining and when to rotate. Prepare clipboards with tests & answer sheets. Report any rules violations.

**Lunch Delivery:** (8) Monday and Tuesday

**Date:** Monday, July 23 & Tuesday, July 24

**Time:** 10:30 am – 1:30 pm

**Duties:** Deliver lunches to the education day or test sites. Distribute lunches to students and volunteers at the site

**Candid Photographers:** (2) each day

**Date:** Sunday, July 22 – Thursday, July 26<sup>th</sup>

**Time:** 8:00 am – 9:00 pm (can be divided into shifts)

**Duties:** Capture all aspects of the Canon Envirothon. Students studying, laughing, having fun, learning, getting to know each other, advisors, volunteers, committee members. Volunteers should use their own Camera and Canon Envirothon will be provided/purchase SC Card.

**CEC Meeting Setup:** (1) Tuesday

**Date:** Tuesday, July 24

**Time:** 8:00 am – 8:30 am

**Duties:** Help Logistics Committee setup up room for meeting and ensure all AV equipment that is needed to set up.

**Study Hall Monitors:** (4)

**Date:** Monday July 23

**Time:** 7:00 pm– 10:30 pm

**Duties:** Hand out teams' notebooks, Monitor the study hall, and collect team's notebooks at the end of the session

**Hospitality Suite:** (2) each night

**Date:** Sunday, July 22 – Wednesday, July 25

**Time:** 7:30 pm – 11:00 pm

**Duties:** Assist the Hospitality Committee with set up of the refreshments and replenish the refreshments as needed throughout the evening.

**Field Station Gophers:** (2)

**Date:** Tuesday, July 24

**Time:** 8:00 am– 5:00 pm

**Duties:** Spend the day at the testing site and assist with anything and everything as needed. Deliver snacks to teams at the testing site.

**CAT Team Driver:** (1) Each Day

**Date:** Monday, July 23 and Tuesday, July 24

**Time:** 7:30 am – 5:00 pm

**Duties:** Drive the CAT team from campus to the site and back. There will be breaks during the day when not needed.

**Knoebels Assistant:** (2)

**Date:** Tuesday, July 24

**Time:** 5:00 pm – 10:00 pm

**Duties:** Hand out tickets and meal coupons for Knoebels. Help to load buses at the end of the evening and ensure all teams are accounted for.

**Prep Room Setup:** (2)

**Date:** Wednesday, July 25

**Time:** 8:00 am – 11:30 am

**Duties:** Walk through all prep rooms to ensure the appropriate items are in each room and that there is a chair outside the room for the Team Buddy to use.

**Team Buddy:** (55)

**Date:** Wednesday, July 25

**Time:** 10:00 am – 9:00 pm (may be more than 1 shift)

**Duties:** Stay with assigned team all day while they are preparing for their oral presentation. Take them to lunch and dinner and sit and eat with them. Walk them to the designated location to turn in prep materials.

**Oral Presentation Room Setup:** (2)

**Date:** Wednesday, July 25

**Time:** 1:30 pm – 4:00 pm

**Duties:** Walk through all presentation rooms to ensure proper layout and materials are in the room. Be sure chairs/desks are arranged for judges and timekeepers to easily view the presentation.

**Hand Out Presentation Prep Materials:** (2)

**Date:** Wednesday, July 25

**Time:** 12:00 pm – 1:30 pm

**Duties:** Assist the Canon Committee in handing out the team materials for Oral Component Prep.

**Collect Presentation Prep Materials:** (2)

**Date:** Wednesday, July 25

**Time:** 8:00 pm – 10:00 pm

**Duties:** Assist the Canon Committee in collecting the team materials for Oral Component Prep.

**Judges Training Check in:** (2)

**Date:** Wednesday, July 25

**Time:** 12:15 pm – 4:30 pm

**Duties:** Check in each judge as they arrive for training, give them any materials needed. Stay during the training in case trainers need assistance.

**Distribute Final Presentation Materials:** (4)

**Date:** Thursday, July 26

**Time:** 6:30 am – 12:00 pm

**Duties:** Deliver the presentation materials to a location outside the presentation rooms where the teams will pick them up.

**Oral Presentation Room Timers:** (10)

**Date:** Thursday, July 26

**Time:** 7:00 am – 12:30 pm

**Duties:** Keep time for the presentations in your room. Make sure each team gets the correct time for presentation and questions. Keep the room on schedule.

**Oral Presentation Door Monitors:** (10)

**Date:** Thursday, July 26

**Time:** 7:00 am – 12:30 pm

**Duties:** Stay directly outside the presentation room during all presentations. Only allow Teams, Advisors and other approved people into the room to view presentations. Do not allow anyone to enter the room while a presentation is taking place.

**Oral Presentation Hall Monitors: (4-6)**

**Date:** Thursday, July 26

**Time:** 7:00 am – 12:30 pm

**Duties:** Monitor the halls outside the presentation rooms during the presentations. Make sure anyone in the hall remains quiet so teams giving presentations and judges viewing them are not disturbed.

**Score Sheet Runners: (5)**

**Date:** Thursday, July 26

**Time:** 7:00 am – 12:30 pm

**Duties:** Collect score sheets from the Oral Presentations and deliver them to the scoring room.

**Final Presentation Assistants: (2)**

**Date:** Thursday, July 26

**Time:** 1:30 pm – 5:30 pm

**Duties:** Assist Canon Committee backstage during the final presentations. Keep awaiting teams quiet, escort teams to private room to practice before presentation and then escort them to the stage for their presentation.

**Prep Room Cleanup: (4-6)**

**Date:** Thursday, July 26

**Time:** 8:30 am – 11:30 am

**Duties:** Walk through all the rooms that were used for oral presentation preparation and make sure they are put back in order. Pick up any trash in the rooms.

**Awards Stage Set up: (2)**

**Date:** Thursday, July 26

**Time:** 4:00 pm – 6:30 pm

**Duties:** Work with the Closing Ceremony Committee and Canon Committee to setup for the awards banquet and closing ceremony.

**Awards Banquet Backstage Help: (2)**

**Date:** Thursday, July 26

**Time:** 6:30 pm – 9:30 pm

**Duties:** Work with the closing ceremony committee backstage during the closing ceremony with whatever may need attended to.