



PENNSYLVANIA ENVIROTHON

702 West Pitt Street, Suite 3
Bedford, Pennsylvania 15522
PH: (814) 623-7900 ext. 111 or (814) 623-8099
Email: paenvirothon@pennswoods.net
Web site: www.envirothonpa.org

February 3, 2012

Dear Friends and Volunteers of the Envirothon:

The Pennsylvania Envirothon Board of Directors is inviting you to volunteer to assist at the 2012 State Envirothon competition. This competition will include an Oral Presentation Component, which requires over 100 volunteers for various duties and assignments, in addition to the traditional station testing. The competition will be held at the University of Pittsburgh Johnstown (UPJ).

The Oral Presentation Component will be held in the afternoon and evening of Tuesday, May 22, in the classrooms of the UPJ campus, which are suitable for preparation and presentation requirements for teams and judges. This part of the competition is mandatory for all teams and will carry its own award for the best teams that participate. The Oral Component score **will** be incorporated into the overall Envirothon scores.

The traditional station testing will be on Wednesday, May 23, at UPJ.

Attached you will find a volunteer commitment form and a list of responsibilities:

- 1) Volunteer Commitment form - If you would like to volunteer or if you can recruit other CD staff or directors or agency personnel, please complete the attached sheet and return it no later than **April 6th** to **Bill Kahler, DEP-NCRO, 203 W. Third Street, Suite 101, Williamsport, PA 17701**.

Simply check off your first and second choice of where you would like to help and your choices will be accommodated based upon their receipt. Please note, **Tuesday's event will run from 10:00 a.m. until 7:00 p.m.** and **Wednesday's station competition will run from 8:00 a.m. to 4:30 p.m.** Please take this commitment seriously as its very discouraging and frustrating when people are late or don't show up at all. Also note where you need to report each day and at what time for orientation and instructions.

- 2) Volunteer Responsibilities/Duties – This is a brief description of the volunteer responsibilities and duties that you are committing to when volunteering to assist with the Pennsylvania Envirothon.
- 3) Off Campus Lodging and Directions – This is a brief listing of hotels/motels located in the Johnstown area and general directions to the campus.
- 4) On Campus Registration form – This form should be completed by volunteers who wish to stay on the UPJ campus and returned to Donna Hays not later than April 6th.

Remember, ALL volunteer forms are due April 6th. This allows us time to coordinate with volunteers and make assignments.

Sincerely,

Bill Kahler, Volunteer Committee
DEP-NCRO
208 W. Third Street, Suite 101
Williamsport, Pa. 17701
Voice: (570) 327-3571
Fax: (570) 327-3565
E-mail: wkahler@pa.gov

Donna Hays, Registration Committee
Franklin County Conservation District
185 Franklin Farm Road
Chambersburg, PA 17202
Voice: (717) 264-5499
Fax: (717) 264-5482
E-mail: dhays@embarqmail.com

VOLUNTEER COMMITMENT FORM

**Pennsylvania State Envirothon
University of Pittsburgh Johnstown, PA
MAY 22 & 23, 2012**

PLEASE WRITE OR TYPE LEGIBLY.

NAME: _____ **CD/Agency:** _____

E-MAIL: _____ **FAX:** _____

PHONE #: (w) _____ **(cell)** _____

ADDRESS _____

SHIRT SIZE (please circle one) **S** **M** **L** **XL** **XXL** **XXXL**

To recognize our "Celebrating 25 years of Envirothon" at the National/Canon level, we would like to provide you with a 2012 Pennsylvania Envirothon t-shirt.

Please check the duties with which you would like to help.

TUESDAY DUTIES

____ ORAL PRESENTATION JUDGES (judge teams using a prepared score sheet) Need **60**
Judges need to report at 9:45 a.m.

____ PREP ROOM MONITORS (monitor teams as they prepare presentations) Need **24**
Monitors need to report at 10:45 a.m.

____ ROOM TIMERS (timer and person in-charge in each presentation room) Need **12**
Timers need to report at 10:45 a.m.

____ GENERAL REGISTRATION HELP (general team registration and dorm guides) Need **6**
Registration help needs to report at 11:00 a.m.

____ ORAL COMPONENT TEAM CHECK-IN HELP (team check-in/assignment) Need **7**
OC Team check-in help needs to report at 10:30 a.m.

All **Tuesday** volunteers need to report at their designated time to the registration area located in the **UPJ Living Learning Center** for orientation, training, and instructions. **PLEASE BE ON TIME.** (Lunch will be available on campus.)

You will be notified by April 27th of your volunteer assignment.

WEDNESDAY DUTIES

- ____ SCORE RUNNERS (pick up scores from stations, lots of walking) Need **5**
- ____ TRAVEL OFFICIALS (move teams from station to station) Need **18**
- ____ FOOD SERVICE (assist with snack and lunch delivery) Need **10**
- ____ ORAL COMPONENT SCORERS (assist with tabulating OC scores) Need **8**
- ____ EVENT PHOTOGRAPHER Need **2**

All **Wednesday** volunteers need to report to **registration** at the **UPJ Living Learning Center** at **8:00 a.m.** for site orientation and instructions. **PLEASE BE ON TIME.**

You will be notified by April 27th of your volunteer assignment.

Return this form by April 6 to:

Bill Kahler
DEP-NCRO
208 W. Third Street, Suite 101
Williamsport, Pa. 17701
Voice: (570) 327-3571
Fax: (570) 327-3565
E-mail: wkahler@pa.gov

VOLUNTEER RESPONSIBILITIES/DUTIES

Oral Component Judge – As a judge you will receive a copy of the problem scenario and a copy of the same resource material the students received. You will receive this information about two weeks prior to the event. At the event and upon reporting for judges training, you will receive an overview of the Oral Component, you will be grouped into a five person judging team and you will receive training on how to be a judge for the event. Members of the PA Envirothon Board will review your role as a judge, review the problem scenario the students received, review the score sheet and how to use it. They will also go over what types of questions the judges should be asking the students.

Listed below are some of the particulars of what and how the event will occur.

- The teams will have a timed 20-minute Oral Component session
- The team may use up to 7 minutes for the actual presentation to the judges.
- The judges will then ask questions for the remaining allotted time.
- The team will be judged and scored on their knowledge, presentation skills and reaction to the questions.

Presentation Room Timer – At the event and upon reporting for presentation room timer training you will receive an overview of the Oral Component and the problem scenario to the students received. You will also receive training and instructions on your duties from PA Envirothon Board members.

Listed below are some of the particulars of your duties and schedule of events.

- You will be assigned to a presentation room and will be the person in charge of such room.
- You will run the clock and start and stop the teams during their presentations.
- You will make sure the judges are completing their score sheets completely.
- You will collect the score sheets.
- You will escort the judges to dinner and back on time.

Prep Room Monitor – At the event and upon reporting for prep room monitor training you will receive an overview of the Oral Component and the problem scenario to the students received. You will also receive training and instructions on your duties from PA Envirothon Board members.

Listed below are some of the particulars of your duties and schedule of events.

- You will be assigned to a prep room. The teams will arrive at this room a various times.
- You will give the resource and prep materials to the teams when they arrive in your room.
- At the end of the one-hour prep time the teams will be sent to their presentation room. You are required to collect the resource and prep materials for the next team.
- Prep room monitor volunteers should bring along a book, magazine, something to keep you busy and occupy time.

General Team Registration Help – At the event upon reporting for general teal registration help training you will receive instructions and assignments from PA Envirothon board members. As a registration helper you will be asked to assist with registering teams, guests, volunteers, and other duties as assigned.

Oral Component Team Check-in Help – At the event upon reporting for oral component team check-in help training you will receive instructions and assignments from PA Envirothon board members. As an oral component team check-in helper you will be asked to assist with checking in teams, directing and escorting them to the correct room/building, and other duties as assigned.

Station Travel Officials – At the station testing, you will receive instructions from PA Envirothon Board members. As a station travel official you will be responsible for a group of teams. You will move them from station to station; accompany team members to restroom; monitor the group for any inconsistencies; etc. This responsibility requires a lot of walking.

Score Runners – You will receive instructions from PA Envirothon Board members. As score runners you will be responsible to walk to one or more assigned stations to gather test scores, which you will deliver to the scoring room. This responsibility requires a lot of walking. The terrain at the testing site is mostly level with some moderate hills.

Food Service – You will receive instructions from PA Envirothon Board members. As food service volunteers, you will be responsible to assist with the delivery of coffee, water, and lunch for all participants to all stations. This will require some lifting and walking. You will also assist in setting up an afternoon snack for the participants.

Oral Component Scorers – You received instructions from PA Envirothon Board members. As oral component scorers, you will be responsible to assist with tabulating the oral presentation scores from Tuesday's team presentations. This will require sitting, tabulating scores from the score sheets, and double checking math.

Event Photographer – You will receive instructions from PA Envirothon Board members. As the event photographer, you will be responsible to photograph teams and volunteers "in action" and to capture the event activities. PA Envirothon Board members will provide examples of the type of photos needed. These photographs will be used for promotional purposes (e.g., brochures, presentations, displays). This will require walking from site to site.

OFF CAMPUS LODGING INFORMATION AND DIRECTIONS

Off Campus Lodging

Comfort Inn & Suites, 455 Theatre Drive, Johnstown, PA 15904 – (814) 266-3678

Sleep Inn, 453 Theatre Drive, Johnstown, PA 15904 – (814) 262-9292

Super 8 Motel, 627 Solomon Run Road, Johnstown, PA 15904 – (814) 535-5600

Hampton Inn, 129 Commerce Ct., Johnstown, PA 15904 – (814) 262-7700

Holiday Inn Express, 14400 Scalp Avenue, Johnstown, PA 15904 – (814) 266-8789

This information is provided without any implied endorsement from the Pennsylvania Envirothon.

DIRECTIONS TO THE UNIVERSITY OF PITTSBURGH JOHNSTOWN

Directions and information may be found by visiting the UPJ website at <http://www.upj.pitt.edu>.

From Eastern, Southern or Western Points: Take PA Turnpike (Route 76) to Somerset Exit (Old Exit #10).

From Somerset, take Route 219 North to the Geistown/Elton Exit, PA Route 756. Make a right off the exit, then another right onto Theatre Drive. Follow signs to campus.

Alternate route from Eastern or Southern Points: PA Turnpike (Route 76) to Bedford Exit (Old Exit #11).

At exit, turn left on Business Route 220, and then left again onto Route 220 (I-99) North towards Altoona. Exit onto Route 56 West. Follow Route 56 for approximately 30 miles until you reach a traffic light near the community of Windber. Continue on Route 56 for about 3 miles until you come to a traffic light at Theatre Drive. Make a right onto Theatre Drive. Follow signs to campus.

From Directly Northern Points: Take Route 219 South to the Geistown/Elton Exit, PA Route 756 (Note: do not take the Johnstown Expressway exit). At the traffic light (bottom of exit ramp) turn left onto Route 756. At the second traffic light turn right onto Theatre Drive. Follow signs to campus.

2012 PENNSYLVANIA STATE ENVIROTHON
May 22 and 23, 2012 – University of Pittsburgh Johnstown
VOLUNTEER LODGING/MEAL FORM

This form should be filled out by those persons volunteering at the 2012 Pennsylvania State Envirothon on Tuesday, May 22, 2012 who wish to stay on campus Tuesday night.

NAME: _____

AGENCY OR DISTRICT NAME: _____

ADDRESS: _____

PHONE: (W) _____ (Cell) _____

E-MAIL ADDRESS: _____

Apartment style rooms available for volunteers have a living room, kitchen with refrigerator, two-full bathrooms, carpeting, and air-conditioning. There are both 4-person apartments and 5-person apartments. The 4-person apartment allows each guest to have their own private bedroom. The 5-person also has 4 bedrooms, which means that 2 people will share a bedroom. Prices listed below include Tuesday night lodging plus Tuesday evening meal and Wednesday morning breakfast. If volunteering during Wednesday's station testing, lunch is also included.

Single _____ \$85.00 Double* _____ \$65.00

*If sharing a room, please indicate name of person with whom you are sharing a room.

For those individuals not staying on campus Tuesday evening, are you planning to stay for the Tuesday evening meal? _____ yes / no

If yes, you will need a ticket from registration.

WEDNESDAY MORNING BREAKFAST IS ONLY OFFERED TO THOSE VOLUNTEERS STAYING ON CAMPUS.

Bed linens (sheets, pillows, pillow cases, and blankets) are provided. You will need to bring your own towels. Lodging assignments will be made by the University of Pittsburgh Johnstown staff.

An additional packing list is available on the PA Envirothon website by visiting www.envirothonpa.org – click on the Registration link in the left column.

Submit this form and a check made payable to the Pennsylvania Envirothon by April 6, 2012 to:

Pennsylvania Envirothon
c/o Donna Hays
Franklin County Conservation District
185 Franklin Farm Road
Chambersburg, PA 17202
Phone: (717) 264-5499
Fax: (717) 2645482
Email: dhays@embarqmail.com