



PENNSYLVANIA ENVIROTHON

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February 1, 2017

Dear Friends of the Envirothon:

Would you like to:

- Support Pennsylvania's Youth?
- Share your expertise with hundreds of students committed to conserving our natural resources?
- Inspire and motivate others in conservation, preservation, and overall environmental awareness and stewardship?
- Experience the Natural Challenge of the Envirothon?
- Have fun while doing all of the above?

The Pennsylvania Envirothon is seeking volunteers to help us fulfill our mission to educate high school students in natural resources and environmental sciences. What better way to ensure that Envirothon students receive a quality natural resource education than by investing your time and talent? **Please join us as a Volunteer at the 2017 Pennsylvania Envirothon state competition.**

We need individuals to serve as:

- Oral Presentation Component Judges
- Presentation Room Timers
- Team Buddies
- Station Travel Officials
- Discovering Energy Station Assistants
- Food Service Volunteers
- Oral Component Scorers

The Pennsylvania Envirothon is a conservation district led natural resource program for high schools students. We invite all conservation district staff and directors, natural resource and environmental agency and organization partners, sponsor representatives, and others who want to join the volunteer team to sign up today. We have a volunteer position for everyone!

The 2017 Pennsylvania Envirothon is being held on Tuesday and Wednesday, May 23 and 24. The host site for this year's event is the University of Pittsburgh at Johnstown located in Cambria County.

Envirothon Volunteer Registration must be completed **online** by visiting the [Pennsylvania Envirothon's Registration](#) page. We look forward to receiving your commitment.

Sincerely,

*Pennsylvania Envirothon
Board of Directors*

**2017 PENNSYLVANIA ENVIROTHON
VOLUNTEER INFORMATION PACKET
MAY 23 AND 24, 2017**

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Volunteer Registration, Deadlines, and Submission Information

Volunteer Registration is due April 7. You will be notified by April 28 with your volunteer assignment(s).

ALL Volunteers must complete the following forms and information:

- Volunteer Commitment – Online registration Pennsylvania Envirothon website, click [Registration](#).
- Volunteer Certifications (PSP Criminal History and Child Abuse History Clearances) – upload copies with your online registration
- UPJ Application for Exemption from FBI Background Checks for Volunteers – print, complete, and upload with your online registration
- Adult Release Form – Please complete this form and either email it to Pennsylvania Envirothon’s Executive Director, Lorelle Steach, at lsteach@envirothonpa.org or bring it to the Registration table at the event.

On campus lodging is available for all volunteers, if requested. Fees for lodging are:

- Volunteer not staying on campus – No fee
- Volunteer staying on campus in single room - \$85
- Volunteer staying on campus in double room - \$75
- Volunteer staying on campus two nights with early arrival on Monday - \$125

For more information, contact:

Lorelle Steach
Pennsylvania Envirothon
702 West Pitt St., Suite 3
Bedford, PA 15522
PH: (814) 623-7900 ext. 111
Email: lsteach@envirothonpa.org

Volunteer Responsibilities for the Pennsylvania Envirothon

The volunteer positions are listed below along with a general description of responsibilities. In addition, time commitment required for each position is noted.

TUESDAY VOLUNTEERS – May 23, 2017

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 receive. You will receive this information about two weeks prior to the event. At the event and upon reporting for the mandatory 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.

Time commitment – A mandatory training is required for this position, which begins promptly at 10:00 a.m. It is recommended that you report by 9:50 a.m. and prepare to stay until 6:00 p.m.

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 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 complete ALL of the required information on their score sheets.
- You will collect the score sheets.

Time commitment – It is recommended that you report by 10:45 a.m. and prepare to stay until 6:00 p.m.

Team Buddy – At the event and upon reporting for oral component team buddy training, you will receive an overview of the Oral Component and be assigned to oversee specific teams through their preparation period. You will 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 asked to assist with checking in teams, directing and escorting them to the correct room/building for preparation and presentation.
- You will serve as the team's prep room monitor.
- At the end of the one-hour prep time you will escort the team to its presentation room.
- Once the team is delivered to its assigned presentation room, you will report to Oral Component Registration and collect another team to start the process again.
- Team buddies should bring along a book, magazine, something to keep busy and occupy time.
- You will review the oral component rules and regulations with each team.

Time commitment – It is recommended that you report by 10:30 a.m. and prepare to stay until 5:00 p.m.

***All Tuesday** volunteers should report for orientation and instruction at their designated time to the registration area located in the UPJ Living Learning Center. **PLEASE BE ON TIME.** Lunch is provided for all volunteers.

WEDNESDAY VOLUNTEERS – May 24, 2017

Station Travel Official – 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 with some hills to maneuver.

Time commitment – It is recommended that you report by 8:00 a.m. and prepare to stay until 4:30 p.m.

Discovering Energy Station Assistant – You will receive instructions from PA Envirothon Board members and the Discovering Energy Station presenter. As a station assistant you will be responsible to assist the station presenter as needed in order to keep the station to its allotted time of 35-minutes. This year's station will be a hands-on solar energy activity. The station presenter will provide you with specific instructions upon your arrival.

Time commitment – It is recommended that you report by 8:00 a.m. and prepare to stay until 4:30 p.m.

Food Service Volunteer – 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. You will also assist in setting up an afternoon snack for the participants. This will require some lifting and walking. Volunteers must be able to lift/carry up to 40 lbs.

Time commitment – It is recommended that you report by 7:30 a.m. and prepare to stay until 4:30 p.m.

Oral Component Scorer – You will receive 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.

Time commitment – It is recommended that you report by 8:30 a.m. and prepare to stay until 1:30 p.m.

*All **Wednesday** volunteers should report for instruction at their designated time to the registration area located in the UPJ Living Learning Center. **PLEASE BE ON TIME.** Lunch is provided for all volunteers.

Pennsylvania Volunteer Certifications

General Information

According to the Pennsylvania Department of Human Services, certification for volunteer requirement begins August 25, 2015 and must be renewed every 60 months.

- Adult Volunteers are defined as:
 - Being responsible for the welfare of children; or
 - Having direct volunteer contact with children (care, supervision, guidance or control to children AND routine interaction)
- Must obtain Pennsylvania State Police Criminal History and Child Abuse History Certifications
- FBI Federal Criminal History Certification not required as long as:
 - Position is unpaid
 - PA resident continuously for the past 10 years
 - Signs a disclaimer affirming no charges in other states that would prohibit selections as a volunteer

Pennsylvania Envirothon Volunteers include, but are not limited to the following: team advisors, coaches, and chaperones, staff, and event volunteers.

Copies of the following certifications must be submitted to the Pennsylvania Envirothon prior to being considered as an Envirothon volunteer.

- Pennsylvania State Police Criminal History Clearance - Can be obtained at <https://epatch.state.pa.us>
- Child Abuse History Clearance - Can be obtained at www.compass.state.pa.us/cwis
- FBI Background Check Exemption, if qualified.
 - Volunteer qualifies if he/she has been a resident of the Commonwealth of PA for the entirety of the previous 10 years AND has never been convicted of a disqualifying offense.
 - UPJ Exemption form is provided for signature.
- FBI Federal Criminal History Clearance
 - Only required if the volunteer does not qualify for Exemption from FBI Background Check
 - Cost: \$27.50
 - Can be obtained at https://www.pa.cogentid.com/index_dpw.htm

When assisting with the Pennsylvania Envirothon, certifications must be less than one (1) year old and must be renewed every 60 months from the date on your oldest certification. The applicant or employee is responsible for paying any cost associated with obtaining the certifications. The Pennsylvania Envirothon will keep this information on file for a period of five (5) years. Please black out social security numbers if they are displayed on any of the forms.

Further information on how to obtain clearances can be found at www.keepkidssafe.pa.gov.

PACKING LIST – WHAT DO I NEED TO BRING TO THE ENVIROTHON?

Packing List (if staying at the University of Pittsburgh Johnstown) – Every effort has been made to provide you with a packing list; however, individual needs/preferences should be considered.

The following LINENS are provided: two sheets, a blanket, pillow, and a pillowcase. You will need to bring your own towels.

Students/Advisors/Chaperones/Volunteers should bring following items.

- ___ Towels/washcloth
- ___ Alarm clock
- ___ Fan (optional)
- ___ Personal clothing items
- ___ Comfortable shoes; Close-toed shoes must be worn for Wednesday's station testing.
- ___ Rain gear
- ___ County shirt to be worn on Wednesday (if available)
- ___ Sleepwear (bring robe)
- ___ Toothbrush, toothpaste and other personal hygiene items
- ___ Prescribed medications (in prescription bottle)

*****Johnstown's weather can range anywhere from 30 to 80 degrees on any given day. Please be prepared and bring the appropriate clothing, jackets, footwear, etc. *****

Off Campus Lodging Information

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.upi.pitt.edu>.

University of Pittsburgh Johnstown
450 Schoolhouse Road
Johnstown, PA 15904
PH: 814.269.1904

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 on to 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.