



NEW YORK  
2 0 0 7

### EVENT VOLUNTEER SIGN-UP FORM

The 2007 Canon Envirothon committee is recruiting event volunteers. The competition will be held in Geneva, N.Y. from July 28 to August 4, 2007. If you are interested, fill-out this form and send it to: Suffolk County SWCD, 423 Griffing Avenue, Riverhead, NY 11901 - Attention: Sharon Frost or fax to 631-727-3160. We will contact each volunteer with a detailed description of responsibilities and schedule as the event gets closer.

Sincerely,  
*Sharon Frost*  
Volunteer Coordinator

First Name: \_\_\_\_\_ Last: \_\_\_\_\_

Affiliation: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Tee-Shirt Size:  small  medium  large  x-large  2x-large  3x-large

Dorm Room Needed:  yes  no

**Saturday, July 28 Pre-Event**

**Set-up** - This includes ironing flags, stuffing back-packs, stapling, organizing tables and chairs, moving boxes, etc.

**Sunday, July 29 Team Arrival/Opening Ceremony/Trading Session**

**Team Registration** - Welcome teams as they arrive. Pass out t-shirts, welcome packets and answer questions. 8-5

**Thursday, August 2 Oral Presentation Training**

**Oral Presentation Training Escorts** - Team escorts are needed to chaperone teams during oral presentation training. 8 - noon

**Volunteer Registration** - Welcome volunteers as they arrive. Pass out t-shirts, names tags, literature, campus map, etc. 7 a.m. - 5 p.m.

**Advisor Tours** - Take the tour with the advisors, answer questions, keep to the schedule and take count of passengers. 8 a.m. - 5 p.m.

**Team Buddies Afternoon** - Chaperone teams during oral presentation preparation. 10 a.m. - 5 p.m.

**Team Buddies Evening** - Chaperone teams during oral presentation preparation. 4 - 10 p.m.

**Snack and Relief Buddies** - Pass out snacks and relieve team buddies if needed. 2 - 8 p.m.

**Judges Training Assistant** - Help with hand outs, etc. 7 - 9 p.m.

**Friday, August 3 Oral Presentation Day**

**O.P. Timers** - Sit in judging rooms and time teams making their oral presentations. (Requirement: Must attend judges training 8/2/07 7 - 9 p.m.)

**O.P. Monitors** - Sit in hallway and monitor teams as they enter area for presentation. (Requirement: Must attend judges training 8/2/07 7 - 9 p.m.)

**Team Escorts** - Escort teams from staging area to oral presentation rooms. (Requirement: Must attend judges training 8/2/07 7 - 9 p.m.)

**Hall Guards** - Monitor the hallway surrounding the afternoon oral presentation. Lock doors to auditorium during team presentations. Keep hall users quiet. 12:30 - 5 p.m.

**Saturday, August 4 Check-out**

**Check-Out** - assist students, advisor and visitors to shuttle.

**Clean-Up** - Help pack office and load.