

# **VOLUNTEER INFORMATION**

Your Company will be required to provide Volunteers for an event. The following table below includes the number of Volunteers required per Company by Division size:

DIVISION	NUMBER OF VOLUNTEERS
A	18
B	14
C	10
D	6

One point will be awarded for each Volunteer when they check-in and sign a Volunteer Waiver at their assigned event. In order to be eligible for the Sportsmanship Award, your company must have fulfilled your assigned volunteer requirement.

We are giving each company an opportunity to provide a list of the top four (4) preferred events at which your company would like to provide Volunteers. We will do our best to fulfill one of your requested choices. We will need to assign Volunteers in an efficient manner to benefit both participants and companies. It is possible that the event assigned to your Company may not be one of your top four (4) choices.

Encourage your employees to get involved and be a Volunteer. Not only do Volunteers participate in earning points for their company, but they can cheer on the athletes, increase their knowledge of a sport, meet new people, have fun, and receive their free t-shirt!! **Please emphasize the importance of your volunteers fulfilling their commitment. One point will be deducted from your company total for each volunteer who does not show up for his or her assigned event, or who does not stay for the entire assigned time frame.**

## Volunteer Sign-up and Event Selection

- Employees can sign-up to volunteer on behalf of their company just as they would for other events. From the participant dashboard, select “Express Interest in Events” located on the left-hand navigation menu. Then, scroll until “Volunteering – Company Volunteer for KCCC” is seen and select the empty box to the left of the event. Finally, select “Sign up for these events.”
  - As a Company Coordinator, you have the ability to view who amongst your company is interested in volunteering. From your Challenge Manager Dashboard (log in to view), select “View Reports” on the right-hand side of your screen. Then, select “Participation by Event.” From the drop-down menu, select “Volunteering.” This will produce a list of participants that have expressed interest in volunteering. Use this list to coordinate your volunteers after Volunteer assignments are provided by the KCCC Office on March 25, 2021. Please ensure that all employees, whether volunteering or participating, are given your Company’s Challenge Manager Password to get into your company’s site.
- From your Challenge Manager Dashboard (log in to view), select the Volunteer Preferences tab on the left-hand side beneath the “Company Coordinator” header. Submit your volunteer event request by selecting event names from the dropdown menus. These are time sensitive and taken in the order received. Any changes will affect the time stamp given. When finished, click Save.

**VOLUNTEERS MUST BE 19 YEARS OF AGE AS OF DECEMBER 31, 2021.**