

VOLUNTEER INFORMATION

With over 32,000 participants in 30 different events estimated to compete in the 2018 Kansas City Corporate Challenge over a nine-week period, it would not be successful without 1,600+ dedicated volunteers representing the participating companies! Volunteers are so important that points will be awarded to each company for their required Volunteers!

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	16
C	14
D	12
E	10
F	8
G	4
H	2
I	2

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 Spirit 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

- From your Challenge Manager Dashboard (log in to view), select Volunteers from the left-hand navigation menu. You'll find a list of employees interested in volunteering. Use this list to coordinate your volunteers after Volunteer assignments are provided by the KCCC Office on March 31, 2018. Please Note: Participants are able to express their interest in volunteering by checking a box on their My Contact Info page. They can do this at any time from their Challenge Manager Dashboard, or while they're activating their participant account during setup. Make sure 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 Manage Company from the left-hand navigation menu. Toggle to the Volunteer Preferences tab. 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, 2018.