

# Volunteer Requirements and Sign-Up Guide

## Volunteer Requirements by Division

Each company is required to provide volunteers for at least one KCCC event. The number of volunteers needed depends on your company's division:

### Division Number of Volunteers Required

A	14
B	12
C	10
D	8
E	6
F	4
G	4
H	2

Event assignments will be announced March 20<sup>th</sup>, 2026. Click [HERE](#) for your event to volunteer at.

---

## Earning Points and Eligibility

- **One point** will be awarded for each volunteer when they check in and complete their Volunteer Waiver at the assigned event.
  - To be **eligible for the Sportsmanship Award**, your company must meet its assigned volunteer requirement.
  - **One point will be deducted** from your company's total score for each volunteer who fails to check in, does not stay for their full shift, or leaves early.
- 

## Volunteer Event Preferences

Each company has the opportunity to request their **top four (4)** preferred events at which they'd like to provide volunteers.

While we'll do our best to accommodate one of your selections, final assignments are made to ensure adequate coverage across all events. Please note that your company's assigned event may not match your top choices.

---

## Why Volunteer?

Encourage your employees to get involved!

Volunteering is a great way to:

- Earn points for your company
- Support fellow participants and promote team spirit
- Learn about different sports and KCCC events
- Meet new people and have fun
- Receive a **free KCCC Volunteer T-shirt!**

Remind all volunteers that their commitment is important to both their company and the success of the Games.

---

## Volunteer Sign-Up and Event Selection

### For Employees

Employees can sign up to volunteer just as they would for other KCCC events:

1. Log in to **Challenge Manager**.
  2. From the participant dashboard, select **“Express Interest in Events”** from the left-hand menu.
  3. Scroll to find **“Volunteering – Company Volunteer for KCCC.”**
  4. Check the box next to the event and click **“Sign up for these events.”**
- 

### For Company Coordinators

Company Coordinators can view and manage volunteer interest and preferences through Challenge Manager:

#### To View Interested Volunteers:

1. Log in to your **Challenge Manager Dashboard**.
2. Select **“View Reports”** on the right-hand side.
3. Choose **“Participation by Event”** from the dropdown menu, then select **“Volunteering.”**
  - This report lists employees who have expressed interest in volunteering.
4. Use this list to coordinate your company’s volunteers once official assignments are released by the **KCCC Office on March 20, 2026.**

#### To Submit Volunteer Event Preferences:

1. From your **Dashboard**, select **“Volunteer Preferences”** under the “Company Coordinator” header.
  2. Choose your preferred events from the dropdown menus.
  3. Click **“Save”** when finished.
    - Preferences are time-sensitive and honored in the order received. Any edits update your timestamp.
  4. **Deadline:** Volunteer Preferences must be submitted by **5:00 p.m. on February 26, 2026.**
- 

### Volunteer Eligibility

All volunteers must be **at least 19 years old** as of **December 31, 2026.**