2016 Volunteer Assignments for:
Event: Duathlon/Triathlon

Thank you for participating in the 2016 Kansas City Corporate Challenge! Our volunteer network is the key to the success of the KCCC Games, and the events would not be possible without your efforts. In order to provide organized, efficient and cost-effective competition, KCCC requires each participating company to supply a number of volunteers based on company division. The required number of volunteers by division is as follows:

Division	Number of Volunteers
A	18
B	16
C	14
D	12
E	10
F	8
G	4
H	2
I	2

If we received your Volunteer Event form, we made every effort to grant your event request. If you failed to send us your request, your assignment was based upon KCCC volunteer needs. Here is your assignment:

Company: Veterans United Home Loans
Number of Volunteers Needed: **8**
Event: Duathlon/Triathlon
Date: 6/19/2016 **Time:** 5:30am-11am
Location: Shawnee Mission Park
Address: 7710 Renner Road
Shawnee, KS 66217

YOUR VOLUNTEERS ARE CRITICAL TO THE SUCCESS OF THE GAMES!

PLEASE ENSURE THAT YOUR VOLUNTEERS ARE PRESENT AT THE ABOVE ASSIGNMENT.

Participating volunteers will each earn a point for their company. In order to receive points, each volunteer must check-in with the Games Captain and sign a waiver form which will be available at the event. All volunteers will need to check-in at the Volunteer area designated by a green Volunteer Check-in Feather Flag or the event Check-in area. After signing the waiver you will be provided with a complimentary KCCC volunteer t-shirt. **Please note: One point will be deducted for each volunteer who does not show up for their assigned event.** Volunteer points will be awarded/deducted at the conclusion of the Games.

Family members of volunteers are allowed to assist in the games and fulfill your staffing requirements. **REMINDER: All volunteers must be 19 years of age as of December 31, 2016.** It is crucial that volunteers are at their scheduled venue(s) at the scheduled time(s). Volunteers perform a variety of duties including check-in, timekeeper, scorekeeper, assist at water stations, or provide general direction to participants. There is no need for your volunteers to have experience in the sport to be an effective KCCC volunteer. Our Games Captains will provide complete instructions to all volunteers when they check-in. Please duplicate this letter and distribute to your volunteers to ensure they receive accurate information regarding their volunteer assignment. In the event of inclement weather the volunteer should call the KCCC Rainout Line at 913-312-8843 and if there is nothing to the contrary, assume that the event will take place. It is recommended that you bring sun protection for outdoor events along with a lawn chair and beverages/snacks to make the time during and after the event more comfortable.

If you have any questions about your company's volunteer requirements, please feel to email me at kccc@mindspring.com

See you at the 2016 KCCC… let the games begin!

Jason Eastburn
Director of Volunteers