



## 2020 San Diego Regional Science Olympiad Bulletin #13

Email sent to coaches dated: February 18, 2020

Hello Coaches,

Volunteer Signup is now published at: <https://scilympiad.com/san-diego-so/Volunteer/VolOps>

**Please promptly recruit your volunteers to sign up by 3/7/2020 7:00 PM.**

**Reminder, team wristbands will be not be released until teams completed their volunteer requirements by 3/7/2020 7:00 PM**

Participating schools are responsible for sending one adult volunteer per registered team to serve as a proctor, except for schools sending 6 teams. Schools sending 6 teams are required to provide 7 adult volunteers. For the purpose of San Diego Regional, adult is defined as a college student or an individual who is at least 21 years old. It is not possible to run San Diego Regional Science Olympiad Tournaments without adult volunteers.

Proctors (school volunteers) must be available generally from 6:45 AM to 3:45 PM. We cannot break assignments into shifts because volunteers will be trained prior to the start of testing and it would be time consuming and disruptive if we institute shift changes. Volunteers may not leave for lunch break or leave early. They are required to stay the entire shift. San Diego Regional reserves the right to adjust volunteer requirements including switching roles and responsibilities to meet tournament needs. Note, no minors shall accompany proctors (school volunteers) while performing proctor duties.

Exemptions:

Schools new to Science Olympiad and schools with only one team of 6 participants or less are exempted from providing volunteer proctors.

**“Can’t find volunteers,” Title 1 schools, etc. do not meet exemption criteria from volunteer requirements.**

### Instructions for Head Coaches

Please coordinate with your school volunteers to ensure they do not sign up more than half of the number of proctor spots for any event. For example, if an event requests 10 spots, one school cannot sign up more than 5 spots for that event. The goal is to have representatives from different schools for each event to ensure integrity of the competitions. In addition, please remind volunteers not to sign up for events in which their child is competing.

**One email per volunteer. No sharing of emails.** Unless head coaches are volunteering, please do not use your information as place holders. It was challenging to sort through the roster for accuracy due to email sharing (one email for multiple proctors) and head coaches using their information as place holders.

### 2 Ways to sign up

1. Forward the Volunteer signup link to your volunteers <https://scilympiad.com/san-diego-so/Volunteer/VolOps> (volunteer opportunities will be published at the above-mentioned date and time) or
2. Head Coaches can sign up for their volunteers by using the volunteer's own email, first and last name. If this is the case, you must click “switch volunteer” after signing up for each volunteer.

### Volunteer Signup Instructions:

Click on Volunteer Opportunities link at: <https://scilympiad.com/san-diego-so/Volunteer/VolOps>

Click on Sign in link to sign up

Either Log in or enter Email, First Name and Last Name

Select School Affiliation from the dropdown (if prompted)

Click on “Take this Spot” link of the preferred spot. Note, only one proctor spot per volunteer (email)

Confirmation email will be sent upon signup or cancellation; therefore, email must be accurate

After school volunteers have signed up, head coaches are requested to verify that the volunteers have met the following criteria:

Volunteers have not signed up more than half of the number of proctors needed for any event.  
Child is not participating in the volunteered signed up event (no conflict of interest).

**Head Coach Verification process**

Log in

Click on Coaches

Head Coach Dashboard

Verification/Checklist (Readiness heading)

Volunteer/Proctor

Names listed without assignment indicate registered members associated themselves with your school but did not sign up to proctor or previously signed up then cancelled.

Thank you for your cooperation and appreciate your timely action.

Sincerely,

Zoom Duong

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Zoom Duong, Regional Director

San Diego Science Olympiad

<https://scilympiad.com/san-diego-so>