



2019 San Diego Science Olympiad Bulletin #13

Email sent to coaches dated: January 9, 2019

Hello Coaches,

Div. B and C School Volunteer (Proctor) Signup – January 10, 2019 at 7:00 PM

Volunteers are a critical factor to the success of the San Diego Regional Science Olympiad tournaments. **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 Science Olympiad, adult is defined as a college student or at least 21 years old.** Volunteers will proctor the tournament in which their teams are competing. It is not possible to run San Diego Regional Science Olympiad Tournaments without adult volunteers.

Proctors (school volunteers) must be available from 6:45 AM to 4:00 PM, varies by events. **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 Science Olympiad reserves the right to adjust volunteer requirements including switching roles and responsibilities to meet tournament needs. Note, no minors accompanying proctors (school volunteers). Parents and school volunteers are reminded of National Science Olympiad Code of Ethics and Science Olympiad Pledge. Please establish expectations with your volunteers.

Link to school volunteer guidelines and policies: <https://scilympiad.com/san-diego-so/Volunteer>

As a token of appreciation, lunch will be provided to San Diego Regional school volunteers.

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. Collect volunteers' contact information (Email, First Name and Last Name) and sign up on their behalf

Volunteer Signup Instructions:

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

- To sign up, click on "Take this Spot" link on any box (the system will ask for Email, First Name, Last Name or to log in if you haven't done so)
- Select School Affiliation from the dropdown (if prompted)
- Click on "Take this Spot" link of the preferred spot
- Confirmation email will be sent upon signup or cancellation

If you are signing up on behalf your volunteers, after completing one volunteer signup, click "switch volunteer" link to sign up for the second volunteer, repeat the process.

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
- 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.

Exemption from volunteer requirement:

- Schools new to Science Olympiad
- Schools with only one team of 6 participants or less

"Can't find volunteers," Title 1 schools, etc. do not meet exemption criteria from volunteer requirement.

Thank you for your cooperation and appreciate your timely action.

Sincerely,
Zoom Duong

For the Love of Science!
Zoom Duong, Regional Director
San Diego Science Olympiad
<https://scilympiad.com/san-diego-so>