



2019 San Diego Science Olympiad Bulletin #14

Email sent to coaches dated: January 10, 2019

Hello Coaches,

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

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.

Each volunteer must use their own email to sign up.

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>
- Select your division to sign up (Reminder: school volunteers must be available the entire day in which their school is competing)
- 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

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

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