



Description	Shift	Shirt	Lunch	Notes regarding Role Preparation	Notes on Time Commitment and Team Conflict	Team Volunteer Credits
Check-in prep - fold programs	Friday Evening	no	no	Check in preparation is best completed by people intending to be involved with team and volunteer registration in the morning.	No conflict with team attendance.	1
Check-in preparation t-shirts	Friday Evening	no	no	To be prepared for the chaos of team & volunteer arrivals in the morning, please plan to help set up the registration area the night before. Activities include	No conflict with team attendance.	1
Check-in preparation	Friday Evening	no	no	team packet assembly (maps, nametags, schedules, pit table tents) check-in lists, C&R forms, arranging t-shirts, etc.	No conflict with team attendance.	1
Check-in Table	6:30-8:30 AM	yes	yes	Arrive early to check-in the arriving volunteers	Limited conflict with team attendance	1
Check-in Greeter	6:30-8:30 AM	yes	yes	Arrive early to greet the arriving volunteers	Limited conflict with team attendance	1
Clean Up	12 - 5:30	no	no		Limited conflict with team attendance. Need about an two hours in the afternoon.	1
Emcee	all day	yes	yes		Will not be able to engage with your team during the day.	1
Event Patrol	6:45AM - 12PM	yes	yes		Only limited opportunity to engage with your team	1
Event Photographer	all day	yes	yes		Will not be able to engage with your team during the day.	1
Food Coordinator Assistant	6:30AM - 12PM	yes	yes	Work with Tournament Food Director for role responsibilities	Limited conflict with team attendance	1
Food Purchaser	Advance Prep	no	no	Shopper for volunteer snacks and drinks. Bring purchased items to event preparation the night before. Expenses will be re-imbursed.	No conflict with team attendance.	1
Fundraising	Advance Prep	no	no		No conflict with team attendance.	1
Judge, head judge	all day	yes	yes	Judge, Head Judge or Judge Advisor for the ColoradoFLL events will earn two volunteer team credits and sponsored teams will be able to see their 'add to cart' button on their team page. Judge training & certification is required. Details can be found on the FIRST Judge Resource Page at http://goo.gl/YyHXfB , (username & pw: "fljudge3@usfirst.org" & "Password1" without quotations). Please review the training videos and apply for certification to uphold the Judging standard reflected in all FLL Tournaments across the country! Set-up the night before: Head Judges and Judge Advisor are encouraged to helpd with set up to give you a chance to plan for the next day, which will be a big advantage. More details about the set-up schedule will be posted on the Event Day web page.	Will not be able to engage with your team during the day. Lots of interaction with teams to review their work. Technical expertise not required.	2
Judging Queuers	8AM-12PM	yes	yes	In your position as Judging Queuer, you will manage teams prior to their judging appointments. Queue the teams at the ready to their entrance to the judging rooms, inform the judges of the time remaining for the team interview, and dismiss the teams promptly. You'll be dismissed at lunch time.	Will not be able to engage with your team during the morning hours.	1
Pin/T-shirt Table attendant	6:30-8:30 AM	yes	yes		Limited conflict with team attendance	1
Pit Boss	all day	yes	yes		Only limited opportunity to engage with your team	1
Practice Table Attendant	8AM-12PM	yes	yes		Only limited opportunity to engage with your team	1
Publicity	Advance Prep	no	no		No conflict with team attendance.	1
Robot Game Queuers	8AM-3PM	yes	yes		Will not be able to engage with your team during the day.	1



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Referee	8AM - 3:20PM	yes	yes	Referee training and materials are documented on the Referee resources page on the US FIRST FLL site at https://firstlegoleague-referees.pbworks.com/w/home (username & password are ""fllref5@gmail.com"" & ""referee4FLL"" without quotations). Referees should plan to be available to set up the competition tables the night before the event or sooner if called for by the Event Head Referee. This advance preparation will re-acquaint you with the competition field, provide the opportunity to verify the mission model assemblies and positions, and get acquainted with the other members on your team. Please watch for additional e-mails regarding set-up times and other training meetings.	Will not be able to engage with your team during the day.	1
Scorekeepers	8AM - 3:20PM	yes	yes	Familiarity with the Scoring software and its interface with the scheduling software that feeds the team names, numbers and match times. This is best approached no less than a week prior to the event, with attendance at set-up the night before to ascertain the valid set up and functionality of the computing/scoring and score projecting systems to be used.	Will not be able to engage with your team during the day.	1
Scorerunner	all day	yes	yes		Will not be able to engage with your team during the day.	1
Setup Friday	6PM-10PM	no	no		No conflict with team attendance.	1
Sort/return judge feedback	2:00 - 3:30 pm	yes	yes		Limited conflict with team attendance	1
T-shirt organizer	Advance Prep	Yes	no		No conflict with team attendance.	2
Table Moving - setup	Friday afternoon or evening	no	no		No conflict with team attendance; requires lifting and moving 50 lb tables from a storage locker to moving truck. 4 people needed.	1
Table Moving - put away	Saturday post-event	no	no		No conflict with team attendance; requires lifting and moving 50 lb tables from moving truck to the storage locker. 4 people needed.	1
Table Master	8AM - 3:20PM	yes	yes		Will not be able to engage with your team during the day.	1
Team Packet Assembly	advance Prep	no	no		No conflict with team attendance.	1
Teamwork Interview Coordinator	8:45A-11:30A	yes	yes		Will not be able to engage with your team during the day.	1
Technical interview helper	8AM - 3:20PM	yes	yes		Will not be able to engage with your team during the day.	1
Video Crew	all day	yes	yes		Will not be able to engage with your team during the day.	1
Food Coordinator	6:45-12:30	yes	yes		Limited conflict with team attendance	2
Volunteer Coordinator	advance Prep, event day support	yes	yes	VC will be involved for several weeks leading up to the tournament, and on the day of. Responsibilities include the willingness to learn to use or familiarity with the US FIRST Volunteer Management System (VMS) and the ColoradoFIRST Tournament Management System (TMS). VMS is used to process volunteer applications and make assignments and communicate with volunteers about their roles and expectations. TMS credits volunteers for their affiliation with an FLL team and provides us with necessary t-shirt and role assignment details. During qualifier season, time is of the essence, and an early start spreads the hours of engagement across more weeks. Be prepared to commit between 1 and 2 hours per day to this task. The sooner we start, the fewer daily hours will be required, but the burden will always increase as tournament day approaches. Joining tournament directors in recruiting friends and colleagues as volunteers for the event is usually very helpful.	Limited opportunity to engage with your team	2