Thank you for volunteering for the FIRST Lego® League State Tournament! Your involvement will help make this event successful and educational for the participants. Please note the following information.

1. Volunteer Table
   Please check in at the Volunteer Table in the lobby to receive instructions and your T-shirt (if you did not attend training) when you arrive and please check out at the table when you leave. Questions and concerns should be directed to Kim Wagner, the volunteer coordinator; or another volunteer stationed at the table.

2. Time Schedule
   Please see the general schedule and your specific time to report for your volunteer position. All registration volunteers need to be here by 7 a.m. For those volunteering to work the whole day and who are not involved in registration, judging, or being a referee, please report at 8 a.m. Thank you!

3. Volunteer Refreshment and Concession Tickets
   Each volunteer will be given concession tickets to use throughout the day for refreshments. All day volunteers may pick up a boxed lunch from the Volunteer Table. You will need to present the lunch ticket included in your packet to redeem your lunch. Pizza will be available for afternoon volunteers at 4 p.m. in the gym.

4. Judges/Referee Only – Room 120
   Coffee and bagels will be available in the morning from 7:30 a.m. until 8:30 a.m. for judges in room 120. Boxed lunches will be available for judges and referees at the volunteer table after 11:45 a.m. You can eat lunch in room 104.

5. Technical and Project Judging Assistants
   Please attend the Judge’s meeting in room 104 at 8 a.m. for detailed instructions. You play a critical role in keeping this tournament running on time. You will be seated outside your judging room/area. Please keep teams quiet and orderly as they wait.
   You will:
   - Notify the project judges with a 5 minute warning by pressing the racquetball button. Then, inform them when 8 minutes has elapsed and that the team should be done to keep the schedule on time. Notify the technical judges at the end of 8 minutes.
   - Make sure that teams in the hall keep quiet as they wait for their turn to present. Do not bring the new team in until the judges indicate they are ready.
   - Collect score sheets from the judges. You will take the original and they will keep the copy. Please check their addition and multiplication before handing to the scorekeeper’s runner.
   - Hand out the request form for teams that missed their judging time or are too late to present within the remaining time.
   - Direct teams with questions to the information table.

5. Be friendly and enthusiastic with the kids but make sure they follow the rules and keep to the time schedule!

THANK YOU FOR YOUR TIME AND ENTHUSIASM
HAVE FUN!
SPECIAL RULES TO TAKE NOTE OF:

1) No one should walk between the gym curtain and the projection screen, and everyone should stay off the exercise equipment. Give one warning and then take the number of the team off their badge and give it to Kim, Volunteer Coordinator.

2) No one should crawl on the folded up bleachers. Again, warning and then take down team number off badge and give to Kim, Volunteer Coordinator.

3) No mats on the floor and no moving tables together to accommodate mats. Please let them know and then inform Carol, Tournament Director, if they do not comply.

4) Please make note of any team exhibiting unusual teamwork or team spirit and submit a gold team spirit/work recommendation to the score table. Gold forms can be found at the score table and information table.

5) Please let Kim or Carol know about any unusual behavior, conflicts, sick or lost children. Please take them to the Information Table and ask for a Tournament Committee member.

6) Parents wanting to know the schedule can go check the poster with the schedule and the correlation of their Team Order Number with the Team FLL Number.