

TOP 5 tips

3 Train volunteers on the most important tasks and processes.

Just like any project you would manage at work, assign roles, ask people to summarize back to you what needs to be done, and check in to ensure things are going well. Do not assume volunteers know how to do something or understand what you need. If possible, write down instructions for volunteers to reference when you are not available.

1 Ask early, communicate regularly, send reminders the day before.

Schedules fill up fast...get volunteers to sign up early so you secure your event's spot on their calendars. Once volunteers begin signing up, check in regularly with event updates and guidance as information is finalized. Finally, send an email 1-2 days before the event so everyone you are depending on shows up on the big day!

2 Create value, not just work, for volunteers, including leaders.

Involve the leadership at your lab early and often! Support from leaders helps your coworkers see this event as a potential professional boost. Give leadership active roles, such as having your base Captain or Technical Director welcome schools, introduce speakers or hand out awards. Thank and recognize volunteers during your event and communicate how important they and their efforts are. Give volunteers snacks and giveaways, such as event T-shirts.

4 Recruit enough volunteers, including a group to help from the start.

Planning an event is a team effort! Aim to recruit about 10 people to help with planning from the start. For the day of the event, aim to have at least 1 scoring volunteer per school and at least 1 proctor for every 2 schools. For tasks that need to be done quickly, like on-site check-in or passing out giveaways, be sure you have even more volunteers.

5 Ask for help from people attending the event.

Ask teachers, parents or other guests who will be at your event anyway to help out. Just be sure no teachers are proctoring their own students, no parents or teachers are in the scoring room and no participants or guests are unaccompanied in the lab.

Learn more!



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