

2023 VOLUNTEER ASSIGNMENTS

Volunteers are the key to the success of the Corporate Games, and the events would not be possible without their efforts. The 2023 Corporate Games Volunteer Program is for those companies that selected YES to providing volunteers in the Manage Organization Section of Corporate Games Manager.

Participating volunteers will each earn **50 points** each for their company. In order to receive points, each volunteer must check-in with a QCCG staff member at the event. **It is crucial that volunteers are at their scheduled venue at the scheduled time.** Please note: 50 points will be deducted for each volunteer spot that is left unfilled. **Bonus Volunteers:** Companies can provide additional volunteers for 50 points each. **Please contact the QCCG staff if you have additional volunteers or know that you will be short volunteers.** This ensures we can adequately plan for any needed adjustments to the volunteer schedule.

Each Division company participating in the Volunteer Program is required to provide 2 volunteers. Volunteer assignments have been created based on each event's needs and preferences specified by companies in Corporate Games Manager. Volunteers have been assigned in pairs when at all possible. We will have many open spots be released throughout the summer so many more to claim! Remember those will be announced in Monday emails and be available to claim the following Friday at 8:00am. For more information on how to claim these opportunities, please review Page 11 of the Corporate Games Admin Manual.

PLEASE ENSURE THAT YOUR VOLUNTEERS ARE PRESENT AT THE ASSIGNMENTS.

To view your company's volunteer assignments, log into your Dashboard at <https://qccorporategames.org/>. Click on the Volunteer link in the left-hand navigation menu. Your company's volunteer assignments will be located at the bottom of the page. Assigned volunteer tasks can be directly assigned to employees in Corporate Games Manager. Please view the Corporate Games Admin Manual (Page 9) in the Admin Toolkit to learn more.

Family members and friends of employees are allowed to assist in volunteering at the Games to fill the required spots. They must be 16 years or older to count as filling a required spot. There is no need for your volunteers to have experience in the event to be an effective QCCG volunteer. Our staff will provide complete instructions to all volunteers when they check-in. In the event of inclement weather, the volunteer should check QCCG social media for delays and/or cancellations. If there is no information posted, assume that the event will take place.

If you have any questions about your company's volunteer requirements, please contact us immediately. We look forward to working with you this summer!