

## **VOLUNTEER COORDINATOR – SCENT WORK**

### **Prior to the Trial**

- If entering the trial, contact the Trial Chair to determine the number and monetary amount of reduced entry fees.
- Post to the DOI email group the need for volunteers and begin collecting names.
- Print Volunteer Sign Up sheets for each day.

### **During the Trial**

- Start of each day
  - Set up Gate white board with pens, running order (from Trial Secretary) and Volunteer Sign Up Sheets.
  - Fill out known volunteers filling positions (Gate, Timer, Scribe, Judge's Assistant/Steward) on the sheets. Find volunteers to fill open spots.
  - Make sure timer/scribe have chairs, stop watches, pens, clipboards etc. in the judging locations.
  - Make sure timer/scribe has scribe sheet for the class and Q ribbons to hand out.
  - Get DOI bucks from Trial Chair to hand out to volunteers.
- Throughout the day
  - Secure volunteers for all positions for each class and ensure each knows how to perform the job.
  - Update the running order sheets throughout the day as needed.
  - Continue providing scribe sheets for each class and Q ribbons to hand out.
  - Distribute DOI bucks to “pay” volunteers.
- End of Day
  - Secure white board and materials for the next day.

### **End of the Trial**

- Return DOI bucks to Trial Chair.
- Make sure supplies are stored.

### **Compensation:**

- One dog/day free entry, minus fees paid to AKC. Coordinate with Trial Chair to determine number of runs and cost per run, as these can vary by trial.

Updated April 2025