

Suggested Subcommittees

Roles & Responsibilities for Suggested Subcommittees

There are a number of ways to delegate the responsibilities for your Envirothon. In addition to the duties managed by Envirothon Committee, there are several subcommittees that help to ensure all necessary work is accomplished. Establishing subcommittees can significantly reduce the workload for the Envirothon Committee, allowing them more time to organize and plan. The following is a description of each subcommittee and its associated responsibilities:

Public Relations Subcommittee - Duties include:

- Developing a publicity budget

- Developing a media contact list

- Coordinating the development, printing, and mailing of Envirothon flyers and/or posters

- Writing and distributing news releases prior to and subsequent to the competition

- Seeking media coverage (television, radio, newspaper) prior to and subsequent to the competition

- Submitting articles to be used in district/agency or association/departmental newsletters

- Arranging for on-site media opportunities

- Inviting resource professionals, colleges, and organizations to set up displays

- Arranging for photo opportunities

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Site Subcommittee - Duties include:

- Developing site criteria
- Researching and evaluating possible sites
- Working with the Envirothon Committee to make a final site decision
- Finding/Developing a map both to the site and of the site
- Arranging for parking
- Collaborating with the Registration Subcommittee
- Determining services of the competition location (such as availability of electricity, covered areas in case of poor weather, bathrooms, and camping/lodging facilities if planning a two-day event)
- Collaborating with the Training & Testing Subcommittee to provide information about the site and suggestions for training/testing station locations

- Reserving use of necessary areas

- Producing/obtaining necessary signage

- Obtaining a bulletin board for posting test scores or a plan for distribution of printouts

- Securing use of a loud speaker or sound equipment and podium for group presentations

- Arranging for lunch or other meals as needed

- Submitting a budget to the Envirothon Committee so that registration fees can be determined

- Collaborating with both the Training & Testing Subcommittee to determine site needs

- Securing the necessary equipment/supplies (e.g., tables, chairs, pencils, clipboards, etc.) for on-site use

- Obtaining site insurance and permits

- Ensuring medical/emergency service availability

- Developing a "What to Bring" list for students

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Training & Testing Subcommittee - Duties include:

- Planning the educational component of the competition

- Securing agency sponsors and resource professionals to volunteer for each of the testing stations

- Arranging a site visitation for the station captains and their writing team

- Providing a site description, location and day and time of competition to station captains

- Providing test writing guidelines and station objectives to people constructing station tests

- Reviewing draft tests from station captains

- Securing an answer key for each test and copying as needed

- Determining a scoring procedure

- Compiling a list of needs (include those from station sponsors) to submit to the Site Subcommittee

- Deciding on an MC, opening speaker, or "mixer" for the day

- Deciding on the amount of time needed at each test station

- Collaborating with the Site Subcommittee to determine the appropriate travel time between stations

- Deciding on any additional educational activities and/or presenters needed for the event

- Submitting a draft schedule to the Envirothon Committee

- Photocopying test materials for the competition

- Evaluating the tests and making recommendations for next year

- Submitting a budget to the Envirothon Committee

- Optional - Organizing training workshops, (i.e., Volunteer Advisor Training Workshops)

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Registration and Awards Subcommittee - Duties include:

- Submitting a budget to the Envirothon Committee

- Working with the Envirothon Committee to set a registration fee

- Developing registration forms

- Sending out registration forms

- Keeping a list or database of registrants

- Confirming registration

- Collecting registration fees

- Creating and labeling:
 - .Registration packets

 - .Schedules/Agendas

 - .Name tags

- .Evaluation forms

- .Lists of participants

- .Site rules

- .Competition rules

- .Rotation schedules

- .Sponsor/Funding lists

- Collaborating with the Public Relations Subcommittee to jointly mail informational brochures and registration information

- Creating a blank grid for recording the teams station scores and standing

- Coordinating T-shirt distribution

- Submitting a list of site material needs to Site Subcommittee

- Generating a list of volunteers/volunteer needs to submit to the Volunteer Coordinator

- Generating a list of award options and costs to the Envirothon Committee for a final decision

- Securing competition awards

- Determining format for awards presentation

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Resource Subcommittee - Duties include:

- Compiling resource guides for Volunteer Advisors

- Updating the resource guides as needed

- Compiling resource materials for each year's current issue and submitting an estimate of purchase, printing, and mailing costs to the Envirothon Committee

- Overseeing the distribution of resource guides

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Volunteer Coordinator - Duties include:

- Compiling a list of volunteer needs from other subcommittees

- Securing volunteers to ensure the competition is sufficiently staffed

- Developing a master list of volunteer needs and duties

- Communicating with volunteers as to location and times of competition

- Coordinating volunteers on the day of the competition

- Providing direction and job instructions prior to the event to ensure each volunteer understands his/her role

- Determining a form of volunteer recognition