

NATIONAL BUICK MEET VOLUNTEER DESCRIPTION

JUDGING ADMINISTRATION CHECK IN CLERK

SUPERVISOR: National Meet Judging Administrator

GOAL: Verify the National Meet Judge Team scores and accurate placement/award

HOURS OF OPERATION: Saturday, 10AM-6PM

NUMBER OF VOLUNTEERS: 1

TIME: 4-8 hours, dependent on number of registered vehicles being judged

PHYSICAL EXERTION: Sitting. No lifting.

OTHER: Attention to detail a must. Accuracy with numbers a must.

DUTIES of CLERKS:

- Report to registration room on time
- Report to supervisor for assignment
- Greet the Team Captain as he/she arrives
- Receive from the Team Captain the following documents:
Team Captain Reporting Form. • Judges worksheets — engine, chassis, exterior & interior. • Class Vehicle Roster — note any changes. • Judging form for each car in class. • Clipboards. • Judges Experience Record Cards.
- Team Captain must stay until judging forms are checked for mandatory deductions.
- Check the Judging Forms for accuracy in calculations.
- Return the Judges Experience cards to the Team Captain.
- Have Team Captain take Judging Forms to the General Review clerk.
- File the (a) Team Captain Reporting Form, (b) the Vehicle Roster and (c) the four Judges Worksheets (after verification by General Review Clerk) in the three-ring binder.
- Put the clipboards and pencils in the storage box.