

NATIONAL BUICK MEET VOLUNTEER DESCRIPTION

JUDGING ADMINISTRATION DATA ENTRY CLERKS

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: 2

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
- Input score totals from Winners Record Forms in computer program for all Senior Preservation, Archival, Gold, Silver and Bronze place winners to be awarded Senior, Preservation, Archival, Gold, Silver and Bronze place awards.
- Check computer printout of winners against Winners Record information.
- Make 3 copies of the Winners Record information for award presentation and files; Copy for Head Judge, Assistant Head Judge and BCA National Office.
- Input score total in computer for all other cars judged at meet.
- File Judges Roster and Judging forms in binder by class.
- Give all judging records to Asst. Head Judge who will give them to the National BCA Office representative. This should include: Judging School Cards, Judges Experience Cards, Team Captain Binder (Team Captain reporting form, Judges WORKSHEETS and Vehicle Roster) and Judging Binder (Winners Record Tally Form, Winners Record Form and completed Judging Forms).