

# **NATIONAL BUICK MEET VOLUNTEER DESCRIPTION**

## **JUDGING ADMINISTRATION GENERAL REVIEW 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 Judges Worksheet
- Team Captain must stay until judging forms are checked.
- Check the Judging Forms for accuracy in calculations.
- Verify the following:
  - Same class letter designation on each judging form.
  - Owner & vehicle information has been entered and Team Captain's name and signature is on each form.
  - Check subtotals on judging form against work sheets
  - Initials of Team Captain on every numerical change.
  - Deputy's initials are on each form.
- Have Team Captain take Judging Forms to the Mandatory Deduction Clerk.
- Give worksheets to Check In Clerk to file.