

2017

Manitoba Envirothon

Volunteer
Handbook



February 10, 2017

1 Welcome

Dear Volunteer

Thank you for volunteering your time, effort and talent to help ensure that the Manitoba Envirothon is a success. Each year hundreds of volunteers plan and deliver the Envirothon, and we cannot thank you enough.

This is an event where we celebrate the successes of youth - their intelligence, exuberance, enthusiasm and dedication. We're also applauding the perseverance, guidance and knowledge of their Advisors, who have shared with them over the past year.

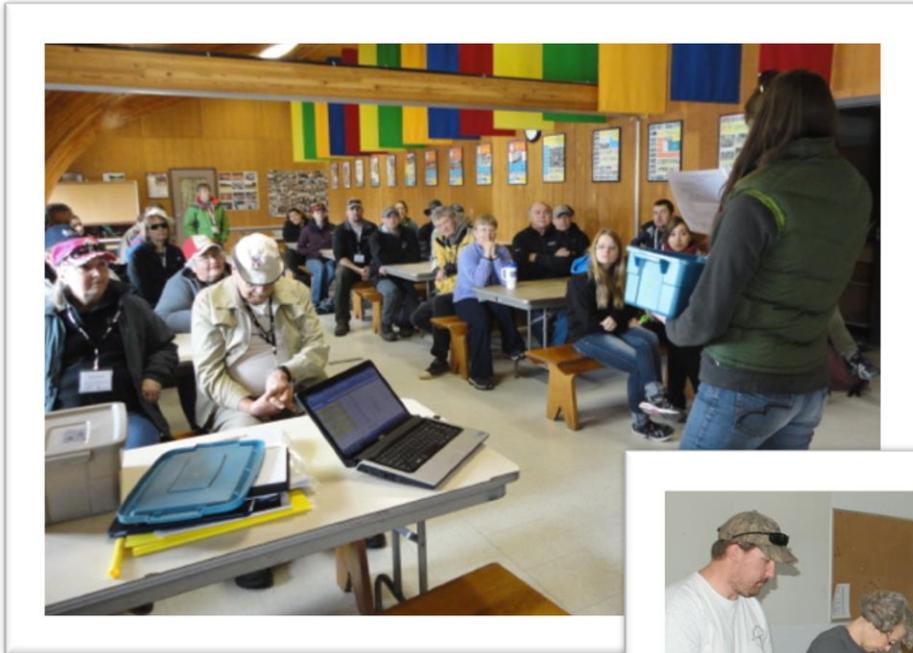
Envirothon is North America's largest high school environmental education competition, and your role as a volunteer contributes to its success.

You'll enjoy and appreciate the intelligence, confidence and manners displayed by the students - over 50 teams from across our province at Regionals or the Provincial. In turn, the students will learn from your expertise, benefit from your patience, and have fun and share your enthusiasm.

There will be long hours and there may be unexpected challenges, but we can guarantee you that once your shift is over you will wish it just started! Approach the Envirothon with an open mind and you'll be surprised what you can learn!

Have fun and enjoy the Envirothon.





1.1 About this Handbook

This handbook was prepared by the Manitoba Envirothon Steering Committee for distribution to all volunteers.

Please review this handbook and become familiar with your role and responsibilities as a volunteer.

If you have any questions about this handbook or about the Envirothon, please contact the Envirothon Coordinator.





Table of Contents

1	Welcome.....	2
1.1	About this Handbook.....	3
2	Manitoba Envirothon	5
2.1	History	5
2.2	Steering Committee.....	5
2.3	Host Organization.....	6
3	Envirothon Events	6
3.1	Regional Envirothon.....	6
3.2	Provincial Envirothon	6
4	Envirothon Components.....	7
4.1	Field Test	7
4.2	Orals Competition.....	7
5	Volunteer Roles and Responsibilities	8
5.1	Field Test Volunteers	8
5.2	Orals Volunteers.....	10
6	Volunteer Policy	12
6.1	Registration	12
6.2	Volunteers Code of Conduct.....	12
6.3	Meals.....	13
6.4	Travel and Accommodation.....	13
6.5	Other Expenses.....	13
6.6	Grievances	13
6.7	Criminal Record Check/Child Abuse Registry	14
6.8	Health and Safety.....	14
7	Environmental Policy	15
	APPENDIX.....	16
	Table 1 – Envirothon Event Contacts.....	17
	Table 2 - Envirothon Winners	18
	Table 3 - Incident Form.....	20
	Volunteer Position Descriptions	21
1	Field Test - Trail Captain	21
2	Field Test – Stop Attendant	22
3	Field Test – Trail Guide	23
5	Orals Competition – Timer.....	25
6	Orals Competition – Facilitator.....	25
7	Orals Competition – Judge	25
	2017 Volunteer Evaluation Form	26

2 Manitoba Envirothon

Envirothon is an annual hands-on environmental education competition for high school students, designed to encourage team work, problem-solving skills, and public speaking skills while fostering an appreciation for current environmental issues.

Envirothon combines the exhilaration of team competition, the challenge of learning about environmental issues, and the experience of using this knowledge in hands-on activities. This approach to environmental education helps students develop skills necessary to address environmental issues, such as team work, problem-solving, critical thinking, and public debate.

2.1 History

The Manitoba Envirothon is an environmental educational program delivered by the Manitoba Forestry Association (MFA). www.thinktrees.org

In 1997, four teams participated in the first Manitoba Envirothon at Birds Hill Provincial Park. In 2006, the MFA hosted the North American Canon Envirothon and identified the Envirothon as one of its core programs.

In 2010, the popularity of Envirothon with Manitoba high schools necessitated the development of regional and provincial events. In 2011, a team from Swan River representing Manitoba won the North American Canon Envirothon, the first Canadian team ever to do so! Today, the Manitoba Envirothon is still going strong with over 2,900 students participating.



A list of past winners and competition details can be found in Table 1.

2.2 Steering Committee

The purpose of the Steering Committee is to oversee the Manitoba Envirothon program, provide a long-term vision for the program and organize provincial and regional events.

The Steering Committee is made up of volunteers. Some volunteers are working, but many are retired professionals who enjoy sharing their time and expertise.

Much of the success of the Manitoba Envirothon is attributed to the high level of commitment and enthusiasm that the Steering Committee members bring to the program each year.

If you have any questions or comments regarding the Steering Committee or the Envirothon program, please contact the Envirothon Coordinator.

2.3 Host Organization

The Manitoba Forestry Association (MFA) is a recognized leader in forest conservation and forest education for Manitobans since the 1950s. Its mission is to inform and educate all Manitobans about sustainability and wise management of trees and forests, to ensure they will remain healthy and productive not only for today, but for future generations.

The Manitoba Envirothon is a core environmental education program delivered by the MFA. The Envirothon program enables the organization to educate students in various components of our environment, with a focus on wildlife, aquatics, soils and land use.

3 Envirothon Events

During the school year, teachers and students use the learning outcomes and study materials provided on the Envirothon website as training tools. The topics covered are Native Plants & Forestry; Wildlife & Wildlife Management, Water & Aquatic Ecosystems; Soils & Land Use and a current environmental theme identified each year by the North American Envirothon committee. Each student selects a discipline topic to study and focuses on that subject matter. A team consists of five students from grades 9-12.

3.1 Regional Envirothon

Regional events are designed for students to explore the Envirothon. The overall goal is awareness and participation, educating youth about the environment, and spending time outdoors. The Regional event allows many students and advisors to experience the Envirothon without a large time commitment to studying the resource documents in advance of the competition.

Regional events take place on one day. Events are held in 4 or 5 locations across the province. Regional competitions vary and are dependent on the host organization.

Teams must attend a regional competition before advancing to the provincial event. Top scoring teams from Regional events advance to the Provincial Envirothon.

3.2 Provincial Envirothon

The Provincial Envirothon is a three day event. This event showcases the dedication and many hours of hard work by the students and their advisors. The location of the Provincial Envirothon event changes annually.

On the first day, teams arrive, register and get to know each other. On the second day, all of the teams compete in a challenging outdoor field trail test. On the third day teams prepare for and compete in an oral competition.

The winning team of the Provincial Envirothon represents Manitoba at the North American Envirothon in late July or early August. The event is held somewhere different in North America each year.

4 Envirothon Components

There are two components to the Envirothon competition, a field trail test and an orals competition. The trail test is a hands-on activity; students apply their knowledge to answer questions in the field. The oral competition combines public speaking with the students' learning experiences to develop and present a solution to a current environmental issue.

Presentation and trail test scores from Regionals are combined to determine which teams move onto the Provincial Envirothon. At Provincials, final presentation scores and trail test scores are combined to determine the overall winner of the Provincial Envirothon.

The trail test and orals competition are designed each year by a test writing committee, and an orals committee. Professionals in the education and/or environmental fields volunteer to sit on the test writing and orals committees.

4.1 Field Test

Teams walk along a trail and take a written test within a designated time frame. The number of STOPS along the trail at a regional competition is variable, but at Provincials, there are 15 STOPS. At every STOP, each team member answers questions related to the discipline topics. The discipline topics covered on the trail test are: Native Plants & Forestry; Wildlife & Wildlife Management, Water & Aquatic Ecosystems; Soils & Land Use and the current environmental theme. The test contains multiple choice, fill-in-the blanks, diagrams, calculations and short answers. The test also has questions about geographic features or items found along the trail.

4.2 Orals Competition

Teams are given an environmental problem. Using their knowledge, they must propose a solution in an oral presentation. The problem is essentially the same for all regional competitions (there may be local modifications). A different environmental problem is used for the provincial competition.

In the regional competition, the oral competition is part of the field trail test. In the provincial competition the oral competition is a separate event from the field test.

For the provincial competition, teams receive the question and scoring guide about one month prior to the event. Teams come to the Provincial competition with their presentation already prepared. All teams present their solution to panels of judges.

The winning teams for the Manitoba Envirothon are determined by combining their mark from the Field Test and their score from the Orals Competition.

5 Volunteer Roles and Responsibilities

Volunteers will receive training on duties, rules and procedures prior to all events.

It is your responsibility to familiarize yourself with any schedules or event programs you receive in advance to ensure you don't inadvertently miss something.



Assisting teams with the questions is prohibited; such actions may cause a team to be disqualified. Please do not engage students in conversation unless you are required to.

Attached in the Appendix are detailed Volunteer Job Descriptions. When you register as a volunteer, updated information will be provided to you.

5.1 Field Test Volunteers

All field test volunteers are expected to report to the trail test site on the day of the event. A brief training session will occur prior to the test to review roles and responsibilities.

We recommend you bring a folding chair, bug spray, water bottle, sunscreen and a hat and perhaps an umbrella/blanket. You will be outside all day, please dress appropriately.

The field test takes approximately 3 hours.



5.1.1 Trail Captain

The Trail Captain ensures the teams move through the test on time. One or two Trail Captains may be necessary due to the geography of the trail.

Trail Captains will be stationed somewhere along the test trail and are responsible for sounding the air horn every 10-12 minutes. This signals students to move along to the next stop.



5.1.2 Trail Stop Attendant

One or two Trail Stop Attendants will be assigned to each stop along the trail test.

When teams arrive, Trail Stop Attendants:

- smile and say hello
- relay instructions if necessary, and
- ensure that the equipment at the stop is in working order and ready for the next team (if applicable).

5.1.3 Trail Monitor

Trail Monitors walk the test trail and ensure that Trail Captains and Trail Stop Attendants have what they require. Trail Monitors deal with a variety of issues. They can also relieve a Trail Captain or Trail Stop Attendant if that person requires a break.

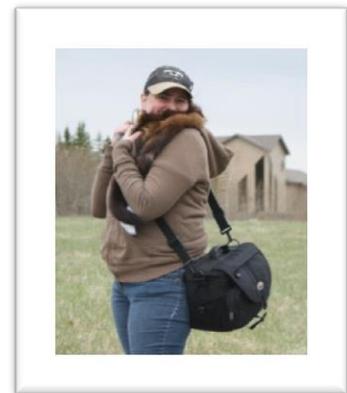
This position requires a lot of walking.

A First Aid Trail Monitor also walks the test trail, offers assistance and provides first aid treatment.



Volunteers watch for...

- Disruptive or disrespectful behavior (loud talking, etc.)
- Keep an eye out for electronics (cell phones, camera, unauthorized equipment, etc.)
- Individuals influencing teams regarding test questions
- Individuals using/playing with equipment at trail stops



5.2 Orals Volunteers

All orals volunteers are expected to review training materials prior to the competition and report to Orientation on the day of the event. A training session will take place with all the orals volunteers to review roles and responsibilities and provide more instruction.

The Orals Competition takes place as part of the trail test at a regional competition, and at the provincial competition it takes place the day after the trail test. The Oral Question relates the current theme to a local environmental issue and the four core disciplines. The question encourages students to use a variety of primary sources and secondary sources to develop a factual and balanced response to a current environmental issue.

The Oral Presentation encourages students to develop public speaking and teamwork skills through creating and delivering an oral presentation. The presentations also provide students an opportunity to receive feedback on the content and mechanics of their presentation from a set of professionals.

The Oral Presentation will be judged by panels comprised of individuals with expertise in the Envirothon disciplines, the current theme topic and public speaking.

5.2.1 Timer

Each team has 10 minutes to present followed by a 5 minute question and answer period from the judges. The role of the timer is to ensure that these timelines are followed for each team.

5.2.2 Facilitator

Facilitators' orientation will take place at the regional event prior to the trail test. At the provincial event it will take place on Saturday morning.

The role of the Facilitator is to:

- welcome the Judges and teams to their room
- ensure the team is set-up and ready to present
- ensure the correct procedure is being followed as far as introductions, questions and answers, and scoring



5.2.3 Judge

Judging panels are made up of individuals with expertise in the Envirothon disciplines:

- Water & Aquatic Ecosystems
- Wildlife & Wildlife Management
- Soils and Land Use



- Native Plants & Forestry
- Current Theme Topic

Judges are also sought with experience in communication, education and public policy.

The role of an Envirothon Judge is to evaluate the knowledge and presentation skills of teams of Manitoba high school students.

Several panels of Judges are needed for the Envirothon events.

- Each judging panel is assigned to a room. Teams rotate from room to room and are judged by the panel.
- Each panel views and scores a 10 minute presentation from up to 8 schools.
- Each panel has a Facilitator and Timer who will keep track of the time and guide the process in the room.



6 Volunteer Policy

The following section covers policies with volunteers at Provincial Envirothon events. Regional event policies may differ and are applied by the Manitoba Forestry Association.

6.1 Registration

- All volunteers are required to submit a Volunteer Registration form prior to the start of the event.
 - http://www.thinktrees.org/Envirothon_Volunteers.aspx
- All volunteers are required to submit a Photo Release and Waiver form prior to the start of the event. If you have any concerns with having your photo taken, please contact the Envirothon Coordinator.
 - <http://bit.ly/2jmJvz9>

Insurance

- At the event location all participants, including volunteers, must **register and sign-in** so that they are covered by the event insurance policy held by Manitoba Forestry Association.

Privacy

- All of your registration information is kept confidential. Your personal information is not shared with other organizations. Your name may be listed in Summary reports generated. Your other contact information is kept on file so that we can contact you to volunteer in the future. An evaluation form is also sent to you at the end of the event.

6.2 Volunteers Code of Conduct

- Be on time for your volunteer service as agreed in advance, and provide the designated management person with as much notice as possible if you are unable to attend a given volunteer placement.
- Participate in designated training sessions when provided to help in your volunteer assignment. Don't hesitate to ask questions to anyone who looks like they are in charge.
- Respect and respond to diversity, including, but not limited to ethno cultural, racial, linguistic, sexual orientation, age and faith tradition.
- Treat with courtesy and respect each individual with whom you come into contact.
- Bring your best skills and abilities to your volunteer service.
- You may not help teams answer test questions at any time.

6.3 Meals

- Volunteers are provided free meals and snacks during their shift(s) at the provincial event.
- Volunteers are not reimbursed for meal costs.
- Volunteers must identify special dietary needs on their registration forms so that appropriate arrangements can be made to accommodate them.



6.4 Travel and Accommodation

- Volunteers are usually provided free overnight accommodations at the venue for the provincial event depending on location.
- Volunteers are not reimbursed for travel or other accommodation costs.
- Volunteers must request accommodation on their Volunteer Registration Form. Accommodation is typically booked based on double occupancy.

6.5 Other Expenses

- Any out-of-pocket expenses that a volunteer wishes to claim must be pre-approved by the Steering Committee or the Envirothon Coordinator. Receipts must be kept.

6.6 Grievances

- If volunteers wish to report a grievance regarding their participation in Manitoba Envirothon they should contact the Manitoba Envirothon Coordinator.
- A volunteer may also approach any member of the Steering Committee to discuss concerns.
- All grievances will be brought forward to the Co-Chairs of the Manitoba Envirothon Steering Committee, discussed and actioned appropriately.

6.7 Criminal Record Check/Child Abuse Registry

- Manitoba Envirothon requires that certain designated volunteers receive a Criminal Record Check. The Manitoba Envirothon has the right to select its volunteers and their duties and functions and/or deny volunteer services based on a valid criminal record check.
- All volunteers are reminded that they are at an event with students less than 18 years of age. Volunteers should not, under any circumstances, be alone with a minor(s).
- Students should be chaperoned at all times by their designated teacher or advisor.
- Contact the Envirothon Coordinator to report Code of Conduct infractions. Do not approach students directly. Remove yourself from any potential situation immediately.

6.8 Health and Safety

- **Safety** is very important to us. A first aider or nurse is available at all events. Use the "buddy-system". Always work with another adult. Do not put yourself in a situation where you are alone with a minor.
- **Identification** has been provided for all Volunteers. We ask that you wear your name tag at all times. Envirothon T-shirts may also be available for volunteers.
- **Accident** prevention is key to a successful event. We ask that all volunteers use precaution; be aware of potential risks such as physical, mental or emotional demands of the tasks set before you. If you feel that you are not able to perform the tasks please let a volunteer committee member or supervisor know. We can assign a new job that is appropriate for you.
- **Incidents** should be documented and reported. Incidents include illnesses, injuries, discipline problems, conflicts, frightening situations or any unusual or unexpected occurrences. An incident report should be filled out by each person involved in the incident. Incident forms are available on Page 20 - Volunteer handbook.
- **Emergency** steps to take if a participant or volunteer is injured or falls ill.
 - 1) Do not attempt to move or carry an injured person.
 - 2) Call 911.
 - 3) Have someone stay with the person until emergency personnel arrives.
 - 4) Call Envirothon Coordinator and First Aid
(refer to Emergency phone listing on page 18 - Volunteer handbook.)

If the situation does not require 911 see below.

- 1) Do not attempt to move or carry an injured person.
- 2) Call Envirothon Coordinator and First Aid (page 18 - Volunteer handbook.)

- 3) Have someone stay with the person until the situation has been assessed by the Envirothon Coordinator and/or First Aid.

7 Environmental Policy

We aren't just talking about environmental action...We are living it!

The Manitoba Envirothon Steering Committee adopted the slogan "Talking Green, Walking Green" as their motto for taking actions to reduce the environmental impact of the event. As a volunteer you can play a lead role in helping us achieve our "greening" goals.

Talking Green, Walking Green Actions

- Recycle and compost facilities available at all Envirothon events.
- Provide reusable water bottles and water refill stations at all Envirothon events.
- Purchased Organic cotton volunteer t-shirts.
- Used 100% recycled content paper for ceremony programs and tests.
- Adopt anti-idling policy for motor coaches and other vehicles.
- Promote and participate in carbon neutral tree planting programs.



How you can Talk and Walk Green

- Recycle, and do not litter.
- Bus, cycle or carpool to your volunteer shift.
- Bring a travel mug and/or water bottle.
- If you don't want to keep your volunteer t-shirt. Wear it and leave it with us. We will wash it and give it away.

APPENDIX



Table 1 – Envirothon Event Contacts

Envirothon Coordinator	Glenn Peterson	204.391.1424
Co-Chairs Envirothon	Byrnes Benoit Jennifer Bryson	204.781.0079 204.899.9453
Orals Competition	Andy Swain	204.266.2542
Trail Test	Barbara Fuller Justin Reid	204.261.1097 204.525.5443
Education	Jacqueline Monteith	204.250.9687
Volunteer Coordinator	Brenda Frank	204.999.8367
Media	Byrnes Benoit	204.781.0079
Manitoba Forestry Association		204.453.3182

Table 2 - Envirothon Winners

Year	Envirothon Theme	Envirothon Winner Team	Winner City/Town	Envirothon Host Location	Envirothon Field Test Location
2017	Agricultural Soil and Water Conservation Stewardship			International Peace Garden	
2016	Invasive Species – A Challenge to the Environment, Economy and Society	Grant Park High School	Winnipeg	Pinawa	Ironwood Trail
2015	Urban / Community Forest	Vincent Massey Collegiate	Winnipeg	Canadian Mennonite University	Assiniboine Forest
2014	Sustainable Agriculture / Locally Grown	Swan Valley Watershed Conservation District	Swan River	Brandon University	Agriculture and Agri-Food Canada Research Center
2013	Sustainable Rangeland Management	Swan Valley Watershed Conservation District	Swan River	International Peace Garden	International Game Wardens Museum
2012	Nonpoint Source Pollution and Low Impact Development	Swan Valley Watershed Conservation District	Swan River	Pinawa	Ironwood Trail
2011	Salt and Freshwater Estuaries	Northwest Soil Mgmt. Association Team (SVRSS)	Swan River	Gimli	Camp Morton Provincial Park
2010	Protection of Groundwater	Northwest Soil Mgmt. Association Team (SVRSS)	Swan River	Brandon University	Spruce Woods Provincial Park
2009	Biodiversity in a Changing World	Northwest Soil Mgmt. Association Team (SVRSS)	Swan River	International Peace Garden	International Peace Garden
2008	Recreational Impacts on Natural Resources	Baker School	MacGregor	Pinawa	Pinawa Golf course and Marina
2007	Renewable Alternative Energy	Northwest Soil Mgmt. Association Team (SVRSS)	Swan River	Brandon University	Riverbank Discovery Centre

Year	Envirothon Theme	Envirothon Winner Team	Winner City/Town	Envirothon Host Location	Envirothon Field Test Location
2006	Water Stewardship in a Changing Climate	Northwest Soil Mgmt. Association Team (SVRSS)	Swan River	International Peace Garden	International Peace Garden
2005	Managing Cultural Landscapes	Fairholme Colony School	Portage la Prairie	University of Manitoba	King's Park
2004	Natural Resource Management in the Urban Environment	Swan Valley Regional Secondary School (SVRSS)	Swan River	Brandon University	Riverbank Discovery Centre – Trails Assiniboine/Brandon
2003	Agricultural Land Conservation & Preservation	Northwest Soil Mgmt. Association Team (SVRSS)	Swan River	Swan River	Duck Mountain Forest Centre - Beaver Island Trail
2002	Introduced Species and Their Effects on Biodiversity	Swan Valley Regional Secondary School (SVRSS)	Swan River	International Peace Garden	International Peace Garden
2001	Urban Nonpoint Source Pollution	Vincent Massey Collegiate	Winnipeg	Brandon University	McLeod farm south of Brandon
2000	Wetland Management	Vincent Massey Collegiate	Winnipeg	CFB - 17 Wing Wpg	Oak Hammock Marsh
1999	Wildlife Management	Swan Valley Regional Secondary School	Swan River	CFB - Camp Shilo	Spruce Woods Provincial Park
1998	Watersheds	Vincent Massey Collegiate	Winnipeg	CFB -Camp Shilo	Spruce Woods Provincial Park
1997	Pest Management	Vincent Massey Collegiate	Winnipeg	Birds Hill Provincial Park	Birds Hill Provincial Park

Table 3 - Incident Form

	<h1 style="margin: 0;">Code Of Conduct Incident Report</h1>
Name & Team # of Person(s) Involved:	
Name of Person(s) Witnessing Incident:	
Description of Offence:	
Describe Any Warnings Issued Prior to Submitting	
Date of Offence:	
Name Of Person Reporting Incident:	Name Of Steering Committee Member:
Signature Of Person Reporting Incident	Signature Of Steering Committee Member

Volunteer Position Descriptions

1 Field Test - Trail Captain

You are stationed at an assigned spot along the trail with your equipment...

- Test the horn during training.
- Pump up horns between blows (preferably after it has just been blown).
- Do not blow the horn from 12:45 pm - 13:15 pm while students are going to their STOPS.

You are the Timer and the Horn Blower...

- Test starts at 13:15 p.m.
- The trail has 15 stops
- Teams have 12 minutes at each stop
 - 2 long blasts to start test
 - 1 short blast to move to next stop
 - 1 long blast to start final 12 minutes
 - 2 long blasts to end test

You are the Messenger...

- You will have a radio – people at headquarters (HQ) can send messages to people on the trail through you.
- Trail Monitors and stop attendants will come to you if they need to pass a message to HQ or other locations with radios.

You are the Test Collector...

- At the end of the test, trail guides will come to you to turn in the tests. They will also hand in pencils, calculators, and clipboards.
- Place each test into an envelope or freezer bag and place all items into the tub.
- Tests are to be returned to headquarters.

Field Test Timing - with 15 STOPS

	On the Trail...
Be at your first stop by:	13:00
Field Test starts:	13:15
Move to next stops:	13:27, 13:39, 13:51, 14:03, 14:15, 14:27, 14:39, 14:51, 15:03, 15:15, 15:27, 15:39, 15:51, 16:03, 16:15
Field Test ends:	16:27

2 Field Test – Stop Attendant

Before the test...

- A Stop Attendant will be assigned to a STOP where students are required to use a piece of equipment to complete the question.
- When you reach your STOP a tub with all the pieces of equipment will be there or you might be asked to bring this tub to the stop. It is possible you do not have a tub or equipment. Please confirm. Do **NOT** open the tub or set out the equipment until the test starts (you will hear 2 long horn blasts).
- If there are any special instructions pertaining to the equipment at your STOP, you will receive a separate slip of paper in your package informing you of what these instructions are.
- Also included in the tub is a copy of the test questions pertaining to that STOP. You can refer to this to ensure everything you need is included in the tub.
- Before the test begins, 1-2 teams, along with their Trail Guides, will be arriving at your STOP. They are not to touch or see the equipment until the test begins. Once the test begins, you may remove equipment from the tubs and allow teams to begin. Some equipment may be shared by both teams during the test.
- Teams will move from STOP to STOP (every 12 minutes). Your STOP may be empty for at least one rotation during the test, so do not panic if at some point you do not have any teams at your STOP.

During the test...

- Keep track of time – listen for the horn to move the teams to the next STOP.
- Please make sure that teams do not remove equipment from the STOP. All equipment must stay at your STOP at all times to ensure fairness to all teams.
- At the end of the test, teams are given a final 12 minutes to finish up their tests.
- This means that the last 2 teams to visit your STOP will remain there for an **additional 12 minutes**. During this time, they are **NOT** allowed to use the equipment.
- **Please place all equipment back in the tub.**
- You may **not** help teams answer questions on the test at any time.

3 Field Test – Trail Guide

Before the test...

- The role of the Trail Guide is to lead the teams around the field test trail.
- A Trail Guide is assigned to each team and remains with this team throughout the Field Test.
- You will be given the field test, clipboard and map before the field test starts.
- Teams are allowed to bring extra clipboards. Please verify that there are no notes or other materials inside the team clipboard before the field tests starts.
- You must keep the test confidential until the field test begins. When the test begins (2 long horn blasts) give the test to the team.
- Remind teams that there may be 2 teams at each STOP and that they may have to share equipment. Teams must be thoughtful and courteous.

During the test...

- Keep track of time – listen for the horn to move to the next stop.
- Most stops will have a Stop Attendant. They are responsible for distributing equipment at that STOP. Stop Attendants will point out materials/equipment to be used on the test.
- **Do not interpret or clarify the question for the teams.** Instead, refer to the Stop Attendant or Trail Monitor and they will do what they can and/or find a Steering Committee member for you.

At the end of the test...

- Trail Guides are responsible for collecting the test at the end of each trail (after 2 long blasts).
- Ensure teams put their team number on every page of the test and on any other materials used for the test.
- Tests are to be handed to the Trail Captain along with ALL clipboards, pencils and calculators (except those belonging to the team).

Volunteer Advice

Watch for...

- Disruptive or disrespectful behavior (loud talking, etc.)
- Keep an eye out for electronics (cell phones, unauthorized equipment, etc)
- Trail Guides or other individuals influencing teams regarding test questions
- Trail Guides or other individuals using/playing with equipment at trail stops
- Teams hiding/walking away with equipment at trail stops

Disciplinary Procedure...

- Minor infractions can be dealt with by issuing a Verbal Warning to stop disruptive or disrespectful behavior and a reminder that continued disruptions could earn their team a penalty
- Incident Reports are available from Stop Attendants and are to be filled out for major infractions involving potential cheating situations. **Trail Monitors must be informed about major incidents.**

Field Test Timing

	On the Trail...
Be at your first stop by:	13:00
Field Test starts:	13:15
Move to next stops:	13:27, 13:39, 13:51, 14:03, 14:15, 14:27, 14:39, 14:51, 15:03, 15:15, 15:27, 15:39, 15:51, 16:03, 16:15
Field Test ends:	16:27

Horn Blowing

- Test starts at 13:15 pm
- The trail has 15 stops
- Teams have 12 minutes at each stop
 - 2 long blasts to start test
 - 1 short blast to move to next stop
 - 1 long blast to start final 12 minutes
 - 2 long blasts to end test

5 Orals Competition – Timer

Each team has 10 minutes to present followed by a 5 minute question and answer period from the judges. The role of the timer is to ensure that these timelines are followed for each team.

6 Orals Competition – Facilitator

Facilitators' orientation will take place at the regional event prior to the trail test. At the provincial event it will take place on Saturday morning.

The role of the Facilitator is to:

- welcome the Judges and teams to their room
- ensure the team is set-up and ready to present, and to
- ensure the correct procedure is being followed as far as introductions, questions and answers, and scoring.

7 Orals Competition – Judge

Judging panels are made up of individuals with expertise in the Envirothon disciplines, which are:

- Water & Aquatic Ecosystems,
- Wildlife & Wildlife Management,
- Soils and Land Use,
- Native Plants & Forestry and
- the current theme topic.

Judges are also sought with experience in communication, education and public policy.

The role of an Envirothon Judge is to evaluate the knowledge and presentation skills of teams of Manitoba high school students.

Several panels of Judges are needed for the Envirothon events.

- Each judging panel is assigned to a room. Teams rotate from room to room and are judged by the panel.
- Each panel views and scores a 10 minute presentation from up to 8 schools.
- Each panel has a Facilitator and Timer who will keep track of the time and guide the process in the room.
- The audience is made up of remaining teams, advisors, teachers and volunteers.



2017 Volunteer Evaluation Form

Thank you for Volunteering! We would appreciate your feedback.
Please help us to improve the Envirothon program by completing this questionnaire.

Volunteer Name _____

Volunteer Role _____

1. Identify the events you volunteered for. ____ Regional ____ Provincial ____ Both
2. Was the volunteer correspondence you received clear and useful? ____Y ____ N
3. What other information could we have provided to you?

4. Do you have any suggestions to improve communications for Envirothon events?

5. Were the volunteer orientation and training sessions sufficient? ____Y ____ N
6. Would you volunteer again? ____Y ____ N ____ Maybe
7. How could we have made your job easier?

8. Have you visited the Envirothon website (www.thinktrees.org)? ____Y ____ N
9. What was the reason you visited the website?

10. Do you read the Envirothon newsletter? ____Y ____ N
11. We recently added a volunteer section to the Envirothon newsletter. Is the newsletter a useful place to put volunteer information? ____Y ____ N
12. Additional Comments:

Thank YOU for Volunteering!

