SOP’s for AM Registration & Trophy Set-up

Saturday Trophy Set-up: West Jessamine High School, 2101 Wilmore Rd., Wilmore, KY 40356

- If you working as a **Trophy Set-up Volunteers for Saturday**, please be at the Registration Building at 3:30 to meet with Donna Fox.
- Please make sure you sign-in on volunteer Check-in Sheet.
- You will travel off-site to set up the trophies and receive instructions from Donna. If you plan to drive yourself ahead of time, please let Donna Fox or Tracy Tucker know of this plan.
- You will be assisting her with packing in the boxes of trophies to the gymnasium and setting up tables for the Awards Ceremony on Saturday evening.
- You will also be setting up three Jacket info tables off to side.

**For Registration & Scoring Volunteers on Saturday:**
- Scoring volunteers, you will be working with Randy Wayne and receiving instructions. Please be prompt with your arrival time and remember to sign-in on volunteer check in sheet. **You will be checking the math on the addition of the scores.** YOU ARE NOT judging the targets! If a discrepancy if found, you are to notify Randy Wayne. We will have calculators and marking pens there for your use. After you have checked the score and the math is correct, you will make a check mark along with your initials on the back of the target where the scores are totaled by the UK Rifle Team/UK Pistol Team.
- Registration volunteers, you will be working with Donna Fox in handing out packets, registering counties and answering questions. Please be prompt with your arrival time; please remember to sign-in on volunteer check in sheet.

**For Sunday Trophy Set-up:**
- Come to the Scoring Building at Berea @ 1:30; remember to sign-in on volunteer check in sheet.
- Donna Fox or another representative will be there to give directions on the order and location of trophies.