

CMKA Volunteer Descriptions (in alphabetical order)

Volunteer Role	Description	How many are needed?
Banquet Committee	<ul style="list-style-type: none"> ❖ Order trophies, plaques, t-shirts and jackets for banquet awards and pick up and necessary. ❖ Work with vendors/manufacturers to get donations for raffles. ❖ Reserve banquet facility and plan for events (including communicating to members, tracking RSVPs, accepting/tracking money received for banquet meals, planning/purchasing decorations, etc). ❖ Create and print banquet programs for the event. 	At least 2-3 people per year. Typically requires time August – October to plan and request donations.
Clean bathrooms	Clean bathrooms	One person per week
Concessions – purchase food	Purchase the food needed for concessions on a weekly basis. Get the food to the person prepping for the week	One person per week and for swap meet
Concessions – prep food	Prepare all food needed for concessions stand each week	One or more people per week and for swap meet
Concessions – serve food	Serve food in concessions stand. Clean concession stand before leaving each night and create shopping list for the person purchasing food for the following week.	3 people per week and for swap meet

Infield workers	Assist with lining up karts for each race, making calls on the track and helping to keep the races running. May require helping to pull karts out of the grass and some lifting.	4 people per week
Membership Administration	Administer and keep track of memberships. Answer questions about memberships at CMKA and provide updated lists to board members, volunteers and others as needed.	1 per year
Mowing/Track Clean up	Mow the grass for the track and the gun club once per week and pick up trash from the grounds.	1-2 per week
Scoring	Score each race and create/post feature line ups. Count laps, score points, post line-ups on board	2 per week
Season points	Get the weekly points from the scorers and track season points. Verify accuracy of points documented for each race and maintain ongoing, up-to-date list of points. Send updated lists to local papers and volunteers for website and banquet purposes. Knowledge of Microsoft Excel spreadsheets needed.	1 per year
Staging Coordinator	Stage classes so they are ready for their heat and feature races.	1 per night

Track Preparation	Get to track early and help prep the track for hot laps and racing. Maintain track as needed through out the night (watering, sweeping, etc).	2 per night
Distribution Trophies after feature races	Setup trophies during intermission in preparation for handing them out. Hand out trophies to the top 3 karts in each class at the end of their feature race	1-2 per night (could be rotated amongst multiple people if needed)

Volunteer Coordinator	Maintain list of volunteers needed for CMKA each year, communicate with members on how to sign up and volunteers still needed for each week, etc.	1 per year
Website	Maintain website on a regular basis, post points, post announcements, answer emails, monitor message board, and all other updates as needed, in a timely manner. Experience with website development preferred due to complexity of web development tool owned by CMKA	1 per year
Weekly race registration	Sign in all racers and pit members prior to sign in cut off at 5:45 p.m. Charge race fees as appropriate based on membership, number of racers and pit passes needed for the race. Create heat line ups and post on white board and write up sheet for infield worker. One person will be designated for the year to pay insurance based on number of racers/pit passes sold at each race	2 per week
Weekly programs – create	Create/update programs with weekly race results and get updated copy to the printer in a timely manner.	1 per year
Weekly programs – pick up	Pick up programs from the printer each week	1 per week
Weekly programs – print?	If we don't have someone to print them for us, we	1 per week

	will need someone to be in charge of printing the programs and getting them to the track each week	
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