Orange County Department of Education is seeking judges for the 2007 Academic Decathlon. The event takes place on two different dates, but volunteers are asked to commit to only one date.

**Speech/Interview/Essay - Saturday, January 28th at Tustin High School**
Volunteers are needed to serve as Interview judges or Speech judges.

Serve on a team of two or three to judge student interviews or speeches using guidelines and score sheets provided by Orange County Department of Education. An orientation will be provided the morning of the event. Time commitment: 8 a.m. to 4 p.m.

**Testing/Super Quiz - Saturday, February 4th at Westminster High School**
Volunteers are needed to serve as Test Proctors or Super Quiz Proctors.

Test proctors administer timed tests to approximately 30 students; maintain order in the test room; distribute and collect materials. There are two proctors per room. Proctors must be objective and professional; be able to clearly read directions aloud and follow specific testing procedures. An orientation will be provided the morning of the event. Time commitment: 8 a.m. to 3 p.m.

Super Quiz Proctors sit with 3 students from assigned school and correct the answer sheet according to answers displayed on screen. Super Quiz is a public event held in the school gym with approximately 50+ teams. Each team is monitored by a proctor. An orientation will be provided upon arrival. Time commitment: 2:00 pm to 4:30 pm.

Across the country and here in Orange County, the Academic Decathlon Program relies heavily on the willingness of volunteers to give their time, professionalism, and caring. Once registered to judge/proctor, it is very important for each volunteer to arrive on time on competition day. If a volunteer becomes unavailable, it is critical that the Project Manager be contacted to avoid incomplete judging teams. A missing volunteer can delay the start of the competition.

**To register as a volunteer,** please complete the attached form. Additional forms can be found on the Orange County Department of Education – Academic Events website at [http://academicevents.ocde.us/](http://academicevents.ocde.us/). Return the completed volunteer form via mail, email, or fax as indicated on the form. All registered volunteers will be sent an information packet and map two weeks prior to the event.

Additional details on the Academic Decathlon competition may be found on our website at [http://academicevents.ocde.us/](http://academicevents.ocde.us/), click on “Decathlon” and then the “Fact Sheet” link in the 11th/12th grade column.

Questions may be directed to Kristin Rigby, Project Manager – Academic Events  
Phone: 714-966-4435 / Email: [krigby@ocde.us](mailto:krigby@ocde.us)
## VOLUNTEER JOB DESCRIPTIONS
### FOR ACADEMIC DECATHLON

<table>
<thead>
<tr>
<th>POSITION</th>
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| Speech Judge (adult)      | • read preliminary material sent two weeks before competition  
                           | • attend orientation/training meeting one hour before judging begins  
                           | • serve on a team of two/three and judge individual student speeches using guidelines and scoresheets provided |
| Interview Judge (adult)   | • read preliminary material sent two weeks before competition  
                           | • attend orientation/training meeting one hour before judging begins  
                           | • serve on a team of two/three and judge individual student interviews using guidelines and scoresheets provided |
| Test Proctor (adult)      | • read preliminary material sent two weeks before competition  
                           | • attend orientation/training meeting one hour before testing  
                           | • administer timed test to 25-30 students (if class is larger, an assistant will be assigned)  
                           | • maintain order and optimum testing conditions in test room  
                           | • distribute and collect testing materials |
| Super Quiz Proctor (adult)| • attend orientation/training meeting 30 minutes before judging begins  
                           | • sit between two teams (3 students per team) and correct contestants’ scantron answer sheets when correct answer is flashed on screen |

Parents who volunteer will not be placed in the same area as their own child.

Coaches may not serve as Speech Judges, Interview Judges, or Test Proctors. If absolutely necessary, coaches may serve as Super Quiz Proctors.

**For further information, call**

Kristin Rigby, Project Manager - Academic Events  
Orange County Department of Education  
P.O. Box 9050, Costa Mesa, CA 92628-9050  
(714) 966-4435 / krigby@ocde.us
Volunteers will be needed at the 2007 Academic Decathlon on Saturday, February 3, 2007, at Westminster High School in Westminster. An information packet and map will be sent to you two weeks before the event. An orientation will be provided the morning of the event. *Parents who volunteer will not be placed in the same area as their own child.*

_____ **Test Proctor** - 8:00 a.m. - 3:00 p.m. - Administers timed tests to approximately 30 students; maintains order in test room; distributes and collects materials. Two proctors per room. Must be objective and professional; be able to read directions and follow specific testing procedures. *(Mandatory – 1 test proctor per team)*

_____ **Super Quiz Proctor** - Orientation 2:00 p.m.; Competition 4:30 p.m. Sits with 3 students from assigned school (handed out at registration) and corrects answer sheet according to answer displayed on screen. Super Quiz is a public event held in the school gymnasium with approximately 50+ teams. Each team is monitored by a proctor. *(Mandatory – 1 SQ proctor per team)*

*If you become unavailable, please contact Kristin Rigby at (714) 966-4435 Fax (714) 668-7960 Email: krigby@ocde.us*
Volunteers will be needed at the 2007 Academic Decathlon on Saturday, January 27, 2007, at Tustin High School in Tustin. An information packet and map will be sent to you two weeks before the event. An orientation will be provided the morning of the event. Parents who volunteer will not be placed in the same area as their own child. (Mandatory – 2 judges per team.)

_____ Interview Judge - 8:00 a.m. - 4:00 p.m. - Serve on a team of three to judge student interviews, using guidelines and score sheets provided by the Orange County Department of Education. (Mandatory – 1 interview judge per team)

_____ Speech Judge - 8:00 a.m. - 4:00 p.m. - Serve on a team of three to judge student speeches, using guidelines and score sheets provided by the Orange County Department of Education. (Mandatory – 1 speech judge per team)

If you become unavailable, contact Kristin Rigby at (714) 966-4435 Fax (714) 668-7960
E-mail: krigby@ocde.us