

Hello Computer Mentors Friends and Volunteers:

The 2011 Technology Bowl is quickly approaching. The event will be held on Saturday, October 22nd at the Brandon campus of Hillsborough Community College. If you have not been involved in this event before I encourage you to consider volunteering. It is great fun, you'll get a chance to meet some great people, and you'll be giving back the community by encouraging our young people to consider Information Technology careers.

We are proud to announce the all celebrity moderator crew that includes many well-known from our community. They include a wide cross-section of the community: **Jane Castor** – Tampa Police Chief; **Rod Carter**, WFLA-Channel 8 Morning News Anchor; **Bob McCann**, Senior Leader of The Nielsen Company Global Technology an Information Center; **Aminta Voyce**, WTMP Radio personality; **Bill Goede**, Tampa Bay Market President for Bank of America; **David Bellini**, President and CEO for ConnectWise; **Bob McCann**, Executive Vice President The Nielsen Company; **Aminta Voyce**, former WTMP Radio personality; **Dayle Greene**, Public Affairs Host of Cox Media Group's WDUV Radio; **Julie Smith**, Verizon-Vice President of External Affairs; **Tom Banta**, VP, Global Operations at Numara Software. There are additional surprise moderators that will entertain the crowd of attendees.

Once again, the Hobbs Family Foundation is supporting the event by providing \$10,000 in prizes that the youth will compete for. In case you haven't been involved before, the Technology Bowl is a "Family Feud" style competition where teams of four (4) high-school aged teens will be competing for technology prizes including brand new laptop computers.

Sponsors are lining up but there is still room for more. They'll include last year's winners Tampa T-Shirts, Suncoast Schools Federal Credit Union, the CROP Program at Hillsborough Community College, Interface Network Systems, Numara Software, The Nielsen Company, and Verizon.

Of course, there's no way we can pull this off without the support of our volunteers so I'm sending you this message asking for your support again this year. I have listed below all the different needs. If you can help us in any of these positions we would very much appreciate it, as it looks like we will need about 60 people to help us keep this as a top notch event. Please respond via email to [volunteers@computermentors.org](mailto:volunteers@computermentors.org) or contact Pamela Ravenel @ 813 404-0557.

Thank you very much everyone. Your community support is one of the greatest things that make Tampa a great place to live.

Best regards,

**Pamela Ravenel**

---

Volunteer Position Description

**Subject Matter Experts (up to 5 needed immediately)**

This team of IT professionals will be **assisting to select the questions for this year's Tech Bowl**. The work for this committee must be completed before making the team announcements and providing the teams with the questions. They will prepare 100 questions that can be used for the tournament and another 100 "sudden death" session questions to be used as tie breakers. Subject Matter Experts that serve on this committee cannot serve as team coaches. The committee will work remotely and will report to Ralph Smith ([RSmith@computermentors.org](mailto:RSmith@computermentors.org)). The work of this committee needs to be **completed by September 23, 2011**.

**Moderators (2 needed – all day)**

Though we have celebrities moderating most of the rounds, we will still need two moderators for the consolation rounds. Moderators will be responsible for reading the questions to the teams and moderating the contest rounds. Moderators will be required for rounds which are scheduled to run at various times during the day. Each round is expected to require 20 minutes. **Moderators are required to attend a practice session on October 15 at 1pm.**

**Judge (4 needed – all day)**

During each contest round, the judge will be the person to determine if a question was answered accurately and within the time frame allotted. The judge will also double as the computer operator to run the LCD to display the questions and will be the primary support person for our celebrity moderators. **Judges are required to attend a practice session on October 15 at 1pm.**

**Timekeeper (4 needed – all day)**

The timekeeper will maintain the stop watch and inform the judge when time has expired for a team to answer their question. The timekeeper will also double as the scorekeeper. The scorekeeper will maintain the score of the contest. **Timekeepers are required to attend a practice session on October 15 at 1pm.**

**Room Coordinator (4 needed – all day)<sup>[1]</sup>**

The room coordinator is responsible for the over-all running of a competition room. This that they will make sure that the room has been setup properly and has everything that it needs to be functioning as a competition room. They will also guide the teams and the

---

<sup>[1]</sup> There is usually a team consisting of a Moderator, a Judge, a Scorekeeper/Timekeeper, and a Room Coordinator that will practice and work together. If we have multiple volunteers from the same organization we will usually try to pair them together on the same moderation team.

panels (moderator, judge, and timekeeper/scorekeeper) on start to kick-off each round of the competition. **Room Coordinators are required to attend a practice session on October 15<sup>th</sup> and 1pm.**

**Team Coaches (1 per team, 12 needed)**

This is the most dedicated and time consuming position of the Tech Bowl. Coaches can be employees of the sponsoring team (preferred), but we will need extra coaches for a few teams that will not be able to supply a coach. Coaches are responsible for repairing the teams for the competition. The preparation usually consists of attending training sessions at Computer Mentors for **three consecutive weeks** prior to the competition and then guiding the team through the competition. **It should also be noted that we are required to do a background on all coaches and assistant coaches.**

**Registration/Check-in Info Center Attendants – (3 needed - Morning only)**

These folks will function as greeters and information people. They will check-in the teams and guide them to their contest areas. The registration desk will complete the check-in process for all guests and celebrity moderators providing them with a badge and/or lunch ticket. They will also distribute t-shirts (if necessary) and event booklets.

**• Tech Bowl Greeters – 4 needed - all day up to 2 pm**

CMG and its supporters count on the Tech Bowl greeters to be the pacesetters and to make a lasting impression during the event. The greeters (male or female) will be responsible to monitor the doors to welcome our guests from 8:00 am until the final competition round. The greeters will showcase responsiveness to all guests and be ready to answer basic questions. While fashionably correct attire is acceptable, the greeters must be able to stand for a long period of time. Therefore ladies, we will leave the decision up to you, to wear comfortable shoes or stilettos. Each greeter will escort the celebrity moderator to the registration table. Once the moderator has completed the registration check-in, the greeter will escort the moderator to their designated competition room and introduce him or her to the room coordinator. Celebrity moderators arriving early will be escorted to Tech Bowl Central for networking or to the cafeteria, if lunch is being served; and subsequently, escorted to their assigned room. The registration desk will complete the check-in process for all celebrity moderators providing them with a badge and a lunch ticket. As a greeter, you will be required to demonstrate an awareness of Tech Bowl competition geographical layout (CMG will provide a map of ‘who is on what base’). Tech Bowl greeters must have the ability to show good-will behavior and be ready to assist celebrity moderators at all times.

**Photographer's and Videographer's (up to 6 needed – All Day)**

These people will be responsible for chronicling the event with photographs and video. Taking team pictures, and doing crowd and participant interviews. Photographers will be required to release the rights of all photos and images to CMG.

**Lunch Distribution Team (4 needed – from 11am-12:30pm)**

Will be responsible for putting sponsor souvenirs within lunch bags, distributing and collecting lunch passes and set-up and breakdown of the lunch service area.

**Subject Matter Expert Judges (2 needed – final rounds)**

These folks will serve as the subject matter experts for the final round. They will assist the celebrity panel (moderator, judge, and timekeeper/scorekeeper) by answering any technical questions and settling disputes during the final round.

**Setup and Breakdown Crew (5 in the morning and 5 in the afternoon)**

These are the folks that will help us setup all the rooms prior to the event and break them back down after the event is complete. Two (2) sets of folks are needed, those that will report to the event at 7am and those that will stay after the event until about 5pm.