



MEMORADUM FOR RECORD

Guidelines & Instructions

Contact: Mike Meyers or Doug Harris

Phone: (254) 368-1180; (719) 440-1025

Emails:

militarybasketballassociation@gmail.com

pikespeakchapter@ausappc.org

MBA TOURNAMENT CHAMPIONSHIP GAMES, APR 12-14, 2019 ***ATTENTION VOLUNTEERS, SPONSORS & TOURNAMENT SUPPORTERS***

COLORADO SPRINGS, CO, April 10, 2019 (For Immediate Release).

1. This memo provides guidance and reporting instructions to all individuals who have already committed to become an event volunteer, and to those who may not yet have committed but would like to do so (***we do need additional volunteers***). It also pertains to sponsors and other Tournament supporters who will be setting-up and staffing organization/company tables/booths or vending stands at the venue(s) during the Tournament.
2. All volunteers (civilian and military) **please report** to Lt Col (R) Alida Johnson, Tournament Volunteer and VIP Coordinator, in the foyer of Clune Arena, **Friday afternoon at 2:00 PM** to receive task assignments and instructions, and so that a volunteer support schedule can be developed for the entire event. Those who have not signed up to volunteer yet, and wish to do so, can contact Alida at alida1017@gmail.com, (727) 612-0665; or Cinthia Wilkinson, at cwilkinson@aafmaa.com, (719) 313-7847.
3. Military personnel who wish to provide volunteer support to the Tournament must be in a non-duty status to perform and receive credit hours for volunteer work.
4. The support provided by civilians and off-duty military personnel is vital to the success of the Tournament. Civilian employees representing their company or organization, and military service members will receive in-writing and verified credit for their volunteer time served.
5. When it would not affect mandatory military duties, training or readiness, we respectfully ask that commanders of **military personnel** who wish to volunteer for this event **be provided an appropriately approved pass or permission** that would allow them the time to report for the guidance and instructions described above.
6. For sponsors, vendors and other supporters, **final event preparations and booth set-up will begin at 3:00 PM, April 12, 2019** at the U.S. Air Force Academy Clune Arena. **Please report** to Cinthia Wilkinson, Tournament Committee Chairperson at that time. ***Special requirements and instructions for booth/table and vending set-up have been provided separately. Contact Cinthia if questions remain.***

END