The GREEN LIST!

What is the Green List anyway?
The Green List is a spreadsheet with all the expiration dates, for all the forms, for all the athletes, coaches, volunteers, and LPCs across the entire state. It is THE go-to resource for team and volunteer information.

How do I get this “green list?”
Contact Lisa Romig at SOMT at lromig@somt.org or (406)315-4196.

Okay. So I have the green list now…how do I use it?

Step 1 – Open the Green List designated for your Area. They will be listed by Area (i.e. Five Valleys Area, Big Sky Area, Great Northern Area, etc.)

Step 2 – Each program will be under a specific tab, located at the bottom of the screen. The tabs are organized alphabetically after the first tab, which is the Area’s generic list of volunteers who are not associated with a specific team. Volunteer included in the general Area group are AMT members and any other volunteers who have sent application to the Great Falls office, but did not indicate affiliation with a particular team.

Step 3 – If a name is in red something is expired or missing if a name is in blue something will be expiring in the next 3 months from when the report was ran.

Step 4 – If you do not have contact information for these volunteers, email a request for contact information to Lisa Romig.

Step 5 – Contact volunteers with expired or expiring paperwork and ask them to update their paperwork with the Great Falls office. TIP: This is a great recruitment tool as many expired volunteers will re-engage in service if contacted directly.

Step 6 – If there are volunteer or athletes on your list that are no longer participating on your team contact SOMT’s Program Assistant to have them removed from your list.

Best Practices

Please turn in all paperwork as soon as you receive it.

Please keep a copy of all athlete and volunteer paperwork for your medical binder. Please black out the social security number on the volunteer paperwork after you have sent it into the state office.