



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. *The Green List must stay up to date in order for your athletes and volunteers to participate in Special Olympics Montana programming (practices, competitions, fundraising events).*

How do I get this "Green List?" The Green List is emailed at the beginning of each month to all the Local Program Coordinators by Richie Whitney. If you need an additional copy of the Green List, contact Richie at rwhitney@somt.org or 406-315-4195.

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 red, something is expired or missing.

If a name is in blue, something will be expiring in the next 3 months.

If the name is black, the paperwork is up to date.

Step 4- If you do not have contact information for these volunteers, email a request for contact information to Richie Whitney.

Step 5- Contact athletes and volunteers with expired or expiring paperwork and ask them to update their paperwork with the Great Falls office. *All athletes and volunteers who have expired paperwork will NOT be able to participate in Special Olympics practices, competitions, fundraising events, etc. If athletes and volunteers have expired paperwork, they will have to be scratched from competitions.*

Step 6- If there are volunteer or athletes on your list that are no longer participating on your team, contact Richie Whitney, and he can have them removed from your list.

Best Practices

1. Please turn in all paperwork as soon as you receive it by completing one of the following steps:
 - a. Email to Richie Whitney at rwhitney@somt.org.
 - b. Fax to Richie Whitney at 406-770-4451
 - c. Mail to Richie Whitney
P O Box 3507
Great Falls, MT 59401
2. 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.