



SUS Harvest Festival - October 11, 12 & 13, 2018

It's time again to volunteer your time and talents for the St. Ursula Harvest Festival. There are many opportunities to help! **Please be aware that all volunteers must be VIRTUS APPROVED.**

Training can be completed online at www.virtusonline.org.

The process includes, training - certificate - application - verification of references, this takes time so please do this ASAP.

Oct 10 th Wednesday	(10:00AM - 12:30PM) (6:00PM - 8:00PM) (7:00PM- finish)	Game & Prize Deliveries, Set up, etc. Set-up Stands, Book Room, Etc. Set-up Stands, Fill Prizes, etc. until all is ready
Oct 11 th Thursday	(8:15AM - 2:15PM)	Stands, Kitchen, Silent Auction, Parking Lot
Oct 12 th Friday	(4:30PM - 10:30PM) (4:30PM - 7:30PM) (7:15PM - 10:30PM)	Stands, Kitchen, Silent Auction, Security
Oct 13 th Saturday	(4:30PM - 11:00PM) (4:30PM - 8:00PM) (7:45PM - 11:00PM)	Stands, Kitchen, Silent Auction, Security
Oct 14 th Sunday	(10:00AM - 12:00PM)	Clean-up
Oct 15 th Monday	(10:15AM - 11:30AM)	Game & Supply Pick-up

This is a great way to get service hours. To sign-up, fill out the attached form and return it through school, call us (before 9:00PM, please) or e-mail:

Stacey Phelps (410) 574-2843 or email: staceyfleischer@verizon.net

Please contact us before October 1st so we can make sure you are scheduled. If you note your preference for an activity, we will make every effort to accommodate your requests, although **we cannot guarantee**. In addition, we will do our best to honor your requests to work with certain individuals, but again, **we cannot guarantee**. You will receive a confirmation letter through school by October 8th.

*****PLEASE NOTE: Children are not allowed behind the stands. PLEASE DO NOT bring children when you are volunteering to earn your service hours. Thank you!**

*****ALSO: Please keep in mind the work required for each shift before you sign up. The descriptions are on the reverse side. Thank you!**

Volunteer Hours Descriptions

Oct 10th Wednesday (10:00AM - 12:30PM) Game & Prize Deliveries, Set up, Etc.

Unloading the trucks from deliveries, counting and set up of some prizes.

(6:00PM - 8:00PM) Set-up Stands, Book Room, Silent Auction, Etc.

This is heavy lifting and construction. The book room will need people who can lift boxes and those who like to organize books. Please bring any personal tools or small compressors to assist. **The set up and break down days have a limited number of volunteers needed.**

(7:00PM - finish) Set-up Stands, Fill Prizes, etc. until all is ready

Set up stands and fill prizes

Silent Auction and all else until finished

Because of hazards present during setup, no children will be admitted to the gym or lunchroom during this time.

Oct 11th Thursday (8:15AM - 2:15PM) Stands, Kitchen, Silent Auction, Parking Lot, Etc.

- **School Day Volunteers please be aware of your children's scheduled festival time when registering to volunteer, if you want to walk around the festival with them.**

CLASS

Pre-K, K

1, 2

3, 4, 5

6, 7, 8

LUNCH

11:30 AM

11:30 AM

10:45 AM

12:00 PM

FESTIVAL

8:45 AM TO 9:45 AM

9:55 AM TO 11:00 AM

11:10 AM TO 12:15 PM

12:30 PM TO 1:40 PM

- On the days of the festival, be prepared for whatever position we may need. We do our very best to honor any request; however, things change and sometimes we need to make adjustments. It is overall what is best to keep the festival running smoothly and to ensure the children have a good time. We thank you in advance for your cooperation!

Oct 12th Friday (4:30PM - 10:30PM) Stands, Kitchen, Silent Auction, Security, Etc.

(4:30PM - 7:30PM) (7:15PM - 10:30PM)

Oct 13th Saturday (4:30PM - 11:00PM) Stands, Kitchen, Silent Auction, Security, Etc.

(4:30PM - 8:00PM) (7:45PM - 11:00PM) Clean up & break down

Oct 14th Sunday (10:00AM - 12:00PM) Break down & Clean-up

Count and box all returning prizes in prep for their return to the vendor. Take any supplies to storage areas. Cleaning of all areas, sweep, mop & take out trash to prep school for Monday.

Oct 15th Monday (10:15AM - 11:30AM) Game & Supply Pick-up

Help load truck with all games and returning prizes.

VOLUNTEERS MUST SEND IN THIS FORM and REGISTER WITH THE VOLUNTEER COORDINATORS!

Child's Name: _____ Homeroom: _____

Name of Volunteer: _____

Phone: _____ Email Address of Volunteer: _____

Day and Hours Available (please circle):

Oct 10th Wednesday (10:00AM - 12:30) POSSIBLE HEAVY LIFTING
(6:00PM - 8) HEAVY LIFTING! (7:00PM - finish) POSSIBLE HEAVY LIFTING

Oct 11th Thursday (8:15AM - 2:15PM) (Partial Shift - Please indicate when you need to walk with _____)
Circle your preference: Stands Security Kitchen

Oct 12th Friday (4:30PM - 10:30PM) (4:30PM - 7:30PM) (7:15PM - 10:30PM)
Circle your preference: Stands Silent Auction Security Kitchen

Oct 13th Saturday (4:30PM - 11:00PM) (4:30PM - 8:00PM) (7:45PM - 11:00PM)
Circle your preference: Stands Silent Auction Security Kitchen

Oct 14th Sunday (10:00AM - 12:00PM) POSSIBLE HEAVY LIFTING!

Oct 15th Monday (10:15AM - 11:30AM) HEAVY LIFTING!

Name of Volunteer: _____

Phone: _____ Email Address of Volunteer: _____

Day and Hours Available (please circle):

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Oct 14th Sunday (10:00AM - 12:00PM) POSSIBLE HEAVY LIFTING!

Oct 15th Monday (10:15AM - 11:30AM) HEAVY LIFTING!

Thursday School Day Volunteers please be aware of your children's scheduled festival time when registering to volunteer, if you want to walk around the festival with them.

<u>CLASS</u>	<u>LUNCH</u>	<u>FESTIVAL</u>
Pre-K, K	11:30 AM	8:45 AM TO 9:45 AM
1, 2	11:30 AM	9:55 AM TO 11:00 AM
3, 4, 5	10:45 AM	11:10 AM TO 12:15 PM
6, 7, 8	12:00 PM	12:15 PM TO 1:40 PM

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