



SUS Harvest Festival - October 13, 14 & 15, 2022

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 VIRTUSAPPROVED.** Training can be completed online at www.virtusonline.org. This takes time so please do this ASAP.

Oct 11 th Tuesday (6:00PM – 8:00 PM)	Heavy Lifting
Oct 12 th Wednesday (8:30AM - 10:30AM) (6:00PM - 9:00PM)	Game & Prize Deliveries, Set up, etc. Set-up Stands, Book Room, fill Prizes, etc.
Oct 13 th Thursday (8:15AM - 2:15PM)	Stands, Kitchen, Parking Lot
Oct 14 th Friday (4:30PM - 9:30PM) (4:30PM - 7:00PM) (6:45PM - 9:30PM)	Stands, Kitchen, Security
Oct 15 th Saturday (4:30PM - 10:00PM) (4:30PM - 7:30PM) (7:15PM - 10:00PM)	Stands, Kitchen, Security
Oct 16 th Sunday (9:00AM - 11:00AM)	Clean-up
Oct 17 th Monday (10:00AM - 11:30AM)	Game & Supply Pick-up

This is a great way to get service hours. To sign-up, print and fill out the attached form and return it through school. Email any questions to: sushfvolunteers@gmail.com:

Christina Baumgartner

Bridget King

Please send in your volunteer for to us before September 30th, 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 7th.

*****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 11/12th Tuesday/Wednesday:

(Wednesday morning) - Game & Prize Deliveries, Set up, Etc.

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

(Tuesday/Wednesday Evening) - Set-up Stands, Book Room, Silent Auction, Fill Prizes, etc. until all is ready

- This is heavy lifting and construction. The book room will need people who can lift boxes and those who like to organize. **The set up and break down days have a limited number of volunteers needed.**

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

Oct 13th Thursday - (8:15AM - 2:15PM) Stands, Kitchen, 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.**

<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	10:40 AM	11:10 AM TO 12:15 PM
6, 7, 8	12:05 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 14th Friday (4:30PM - 9:30PM) Stands, Kitchen, Security, Etc.
(4:30PM - 7:30 PM) (7:15PM - 10:30PM)

Oct 14th Saturday (4:30PM - 10:00PM) Stands, Kitchen, Security, Clean up, Etc.
(4:30PM - 7:30PM) (6:45PM - 10:00PM)

Oct 15th Sunday (9:00AM - 11:00AM) 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 16th Monday (10:00AM - 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 11th Tuesday (6:00PM - 8:00 PM) Heavy Lifting

Oct 12th Wednesday (8:30AM - 10:30AM) POSSIBLE HEAVY LIFTING (6:00PM - 9) HEAVY LIFTING!

Oct 13th Thursday (8:15AM - 2:15PM) (Partial Shift - Please indicate when you need to walk with your child _____)
Circle your preference: Stands Security Kitchen

Oct 14th Friday (4:30PM - 9:30PM) (4:30PM - 7:00PM) (6:45PM - 9:30PM)
Circle your preference: Stands Security Kitchen

Oct 15th Saturday (4:30PM - 10:00PM) (4:30PM - 730PM) (7:15PM - 10:00PM)
Circle your preference: Stands Security Kitchen

Oct 16th Sunday (9:00AM - 11:00AM) POSSIBLE HEAVY LIFTING!

Oct 17th Monday (10:00AM - 11:30AM) HEAVY LIFTING!

Name of Volunteer: _____

Phone: _____ Email Address of Volunteer: _____

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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.

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