



Important Things You Must Know About Volunteer Sign Up!

- 1) All families under tuition plans A & C **MUST** complete **6 hours per family** at the FALL FEST or they will be billed \$50 per hour not worked. (Yikes!).
- 2) Volunteer Sign-up is all completed via Sign-Up-Genius. **Go-Live Date is scheduled for Tuesday, October 4th at 9:00 PM.** You will NOT be able to sign up earlier! Specific Instructions will come out in the Monday school packets prior to October 4th.
- 3) Volunteer spots are filled on a “first come, first served” basis.
- 4) You are responsible for signing up for the number of hours that you need and for working the number of hours that you sign up for. **NOTE NEW THIS YEAR:** This year, in addition to signing in at the fall fest, **EVERYONE** must enter their hours online after volunteering. You are responsible for recording your own hours.
- 5) We always run short of volunteers so if you can work more than 6 hours, **PLEASE** do so. Hours worked beyond the required 6 will be counted towards Regular School Service hours!
- 6) Sign-Up Genius will close Tuesday, October 11th at 5 pm and then your shift is locked in. If you do not work your scheduled shift(s), or do not sign up at all, **you WILL be billed.**

FOR QUESTIONS PLEASE CONTACT
SANDRA GUERRA OR VIRGINIA NAPIERALA AT:
SPFALLFEST2016@GMAIL.COM

Sample Volunteer Opportunities:

Festival Security
Food Booths
Game Booths
Kitchen Prep
Prize Room
Restroom Attendants**
Set Up**
Tear Down/Kitchen Clean up**
Trash Pickup**
Volunteer Floaters

The majority of shifts are on the day of the Fall Festival – Saturday, October 22. There are some shifts on Friday, October 21, and Sunday October 23. Most shifts are 2-3 hours that run from:

2-4 pm
 4-6 pm
 6-8 pm
 8-10 pm

*Please note that the shifts are **alphabetized** on Sign Up Genius and aren't listed by date.

Double hours can be earned for set-up, tear down, kitchen clean up, trash pick-up and bathroom duty. However the **entire shift must be completed to earn the double hours. *Partially* completed shifts will earn only the actual hours worked.