



Important Things You Must Know About Service Hour Sign Up!

- 1) All families under tuition plans A & C **MUST** complete **4 hours per family** at the FALL FEST or they will be billed \$50 per hour not worked. (Yikes!).
- 2) Volunteer Sign-up is completed via Sign-Up-Genius. **Go-Live Date is scheduled for next Tuesday, October 3rd at 9:00 PM.** You will NOT be able to sign up earlier! Specific instructions will come out in next Monday's newsletter!
- 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. In addition to signing in and out at the fall fest, please remember to enter your hours online and submit them for approval.
- 5) We always run short of volunteers so if you can work more than 4 hours, PLEASE do so. Hours worked beyond the required 4 will be counted towards Regular School Service hours.
- 6) Sign-Up Genius will close Tuesday, October 10th 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: SPFALLFEST2017@GMAIL.COM

Sample Service Hour 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 21. There are some shifts on Friday, October 20, and Sunday October 22. Most shifts are 2 hours that run from:

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. **Set up shifts are 6-hour shifts. Four hours will be applied to Fall Fest service hours, remaining hours will be applied to school service hours. The full 6 hours need to be worked to receive double hours.