



## Important Information to Know About Service Hour Sign-Up!

All families under tuition plans A & C MUST complete 4 hours per family at the FALL FEST or they will be billed \$400.00.

Sign-ups are completed via Sign-Up-Genius.

**Go-Live Date is scheduled for tomorrow, Tuesday, October 2nd at 9:00 PM.** You will NOT be able to sign up earlier! Specific instructions are to the right with each Step marked in Orange.

Shifts are filled on a first come, first serve basis.

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 Fall Fest, please remember to enter your hours online and submit them for approval.

We always run short, 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. This is a great way to start earning School Service hours.

Sign-Up Genius will close Tuesday, October 9th at 5 pm. If you do not work your scheduled shift(s), or do not sign up at all, you WILL be billed.

**FOR QUESTIONS PLEASE CONTACT KELLY  
PAULUS OR NATALIE O'CONNOR AT:  
SPFALLFEST2018@GMAIL.COM**

**Online FALL FEST sign-up is available  
tomorrow, October 2nd at 9PM**

**It will remain open for sign-ups until  
Tuesday, October 9th, 5 PM**

### SignUpGenius Instructions

**Step 1:** Go to [SignUpGenius.com](http://SignUpGenius.com)

**Step 2:** Click “ find a sign up” which is at the very bottom of the page

**Step 3:** Enter [spafallfest@gmail.com](mailto:spafallfest@gmail.com)

**Step 4:** Click on “fallfest2018” to open the schedule and sign up.

**Step 5:** Once you choose a shift, enter your name and email address. If your last name is different from your child's please enter the child's last name in the “notes” section.

### NOTE:

- You will not be able to sign up before 9 PM
- Shifts will be listed in ALPHABETICAL ORDER. The majority of the shifts are on the actual day of the fall festival (Oct.20)
- When signing up online, you are selecting the actual shift(s) you would like to work. Please DO NOT sign up for several choices unless you intend to work those shifts.
- Once you have signed up, 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.**
- Double hours are clearly marked in the side notes. Please read the guidelines as they are very clear. Double hours will only be awarded if the ENTIRE shift is worked. Uncompleted shifts will be recorded as worked hours only.
- For emergency changes, please contact the volunteer coordinators at [spfallfest2018@gmail.com](mailto:spfallfest2018@gmail.com).

• The Fest Festival Tentative Schedule will be posted on -line and in the Parish Hall window beginning Friday, October 12

**The Final Schedule will be posted on Friday,  
October 19th. Thank you for your support!**