



## 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) If you have not completed all requirements for volunteering, you will be removed from the schedule and your spot will not be held! (Virtus Training, Finger Printing and TB)
- 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:** in addition to signing in and out 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 Service hours.

**Fall Fest is meant to be enjoyed by everyone! Have a great time! Thank you in advance for your help.**

FOR QUESTIONS PLEASE CONTACT SANDRA GUERRA OR VIRGINIA NAPIERALA AT [SPFALLFEST2016@GMAIL.COM](mailto:SPFALLFEST2016@GMAIL.COM)

Online FALL FEST sign-up is available tomorrow, October 4<sup>th</sup> at 9PM

It will remain open for sign- ups until Tuesday, October 11<sup>th</sup>, 5 PM.

### SignUpGenius Instructions

Step 1: Click on the SignUpGenius link on the school webpage or go to [SignUpGenius.com](http://SignUpGenius.com).

Step 2: Click "find a sign up"

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

Step 4: Click on "fallfest2016" to open the schedule and sign up.

Step 5: Once you choose a shift, enter your name and e-mail 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.22)
- When signing up online, you are selecting the actual shift(s) you would like to work. **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 [spfallfest2016@gmail.com](mailto:spfallfest2016@gmail.com).
- The **Fest Festival Tentative Schedule** will be posted on -line and in the Parish Hall window beginning Friday, October 14<sup>th</sup>. The **Final Schedule** will be posted on Friday, October 21<sup>st</sup>.