

St. Coleman Italian Festival Volunteer Sign-up Instructions for St. Coleman School Parents

Please read the following step-by-step instructions for volunteering to work at the Italian Festival, to be held on **February 19th, 20th, 21st 2010**. First, a review of the St. Coleman School Service Hour Policy as it relates to the Italian Festival.

Each family is required to donate 12 service hours to the Italian Festival. Of the 12 hours, **NINE hours must be worked DURING the festival weekend**. The other 3 hours may be worked doing pre festival activities or can also be worked at the festival. You may have **adult** family members or friends donate their hours to your family as long as your youngest child's name is noted on their sign-up form. All donations must be pre-arranged; we will not accept donations of hours at the festival.

Sign-ups start January 16, 2010 (forms submitted prior to that date will be discarded)

There are TWO ways to submit your volunteer forms to us: Please do not submit duplicate forms to us.

On-Line: (preferred method). www.italianfest.org. Click on the 'Volunteer' button, read the instructions, and then click 'Complete Volunteer Form'. It brings up a form which is the same as the paper form you are receiving in this packet. Fill-out the information, click 'Submit', and your information will be sent to us. If you provide a valid email address, you will receive an acknowledgement that you have signed up. **THIS IS NOT YOUR FINAL SCHEDULE**, just a copy of the requests you submitted to us.

(OR) Volunteer Boxes: Place the completed form in the volunteer box in the Church foyer or school office. We cannot be responsible for forms returned through a teacher, or the rectory, or some other means.

1. **Determine where and when you want to work** Download the listing of Adult Work Areas and Shifts from the website. **Note: if you sign up for SECURITY YOU MUST ATTEND A MANDATORY MEETING** prior to the festival. For your convenience, you may choose to attend either one of the 2 meetings scheduled: Tuesday, Feb 9th OR Thursday Feb 11th at 7PM in the Parish Hall. You will receive one pre-festival service hour, which will be credited toward your Italian Festival requirement. **If you do not attend the meeting, you will forfeit your security work shift.**
2. **Fill out the volunteer form (paper or on-line)** Enter ALL the information requested. The form is grouped by volunteer. Each block of information is for ONE volunteer. Please specify your first, second and third work area choices for the date and time you specified. Then write the TOTAL number of hours being donated by that particular volunteer. Shift hours cannot be split. We ask your co-operation in getting your forms in early, legibly, and accurately.
3. **Return the form to us by January 31st.** Volunteers will be placed on a first-come, first-placed basis.

4. Regardless of which method you choose, you must pick up and sign for your schedule. This is our way of knowing that you agree to work; if you do not sign for your schedule your assigned work-areas will be forfeited. Only one adult family member's signature is required. You may do this:

- After school from February 2nd thru February 5th, or
- At school during After-Care, February 4th, or
- At the Pre-Sale Ticket Table at all the Masses on the weekends of February 6th/7th and February 13th/14th.

Evening Shifts and Sunday Shifts... Our manpower needs are greatest on **Friday** and **Saturday evening** and especially the **4:00 shift on Sunday**. These are the times that the crowds are largest, and therefore we need more volunteer help. We are requesting that each family sign up for **at least one of these shifts**.

TRASH BASH – This work area of keeping the festival grounds clean is so important that volunteers will be awarded **DOUBLE HOURS** for the Friday and Saturday night shifts and the Sunday 4:00 shift.

If we receive your form AFTER January 31st, you will be placed **WHERE THE NEED IS GREATEST**.

Parents with Junior-High Students: Download the "Letter to Parents of Junior-High Students" from the website. On-line submission is also available for students. We will make every effort to place your child, but we only have a limited number of student volunteer shifts available, especially since students typically work the afternoon shifts. These forms are also due by January 31st.

Should an event occur requiring a schedule change, please call the Italian Festival Info-Line at 954-946-3308 and leave a message in the Volunteer Workers mailbox. A representative will contact you. Please do not call the school office or the rectory. **Changes to the schedule will not be accepted after February 12th.**

Thank you for volunteering!