

ST. FRANCIS HIGH SCHOOL BOOSTER CLUB

INSTRUCTIONS FOR VOLUNTEERS

Parking

- Please park in the structure. Parking in the lower parking lot is reserved for those on a list provided by the school.

Check-in instructions

- Please enter the school by the upper gate next to the administration building.
- Only volunteers with confirmed shifts will be permitted to enter without purchasing a ticket. Please check in for volunteer duty at the gate.
- Next, head to the location where you will be working. For example, if you are working concessions, please check in at the concessions booth that you have signed up for. All Security check-ins are at Room 404 in the administration building.

Expectations

The Booster Club is exclusively run by parent volunteers. Like you, we are here to perform a service to the school that we have entrusted our sons to. We expend plenty of time, effort and resources to organize each event. No one is getting paid; we are all just trying to do the best we can to serve the school, and in turn benefit our sons.

- We endeavor to make your check-in process as smooth as possible and to verify your hours expeditiously. We will also strive to provide an accurate job description, so you understand what is expected of you.
- In return, we seek your understanding and co-operation on the following:

- Please take your assignment seriously and perform your duty diligently and to the best of your abilities.

- Whenever you volunteer to work at a game, you are making a commitment to the school that your service will not be compromised by watching the game. Please understand that if you intend to watch the game, it is unfair to the school if you also sign up to work; instead, please consider volunteering at another of the many other school events on the calendar.

- Finally:

- § Please keep cellphone use to a minimum except for purposes of your volunteer position;

- § Children who require supervision should not accompany you as you work your volunteer position.

- § Please arrive well-fed and rested. Water, snack and restroom breaks are of course fine, just let your Lead know. We are the face of the school to our visitors, and so cannot appear to be working and eating or dozing off at the same time.

We deeply value your contributions to the school and are always impressed by the enthusiasm and camaraderie of our volunteers. Please know that we want to make this a positive experience and one that is meaningful and fulfilling for everyone.

Remember: everything we do as a family is in support of St. Francis High School, and our sons.
