

eCHAT and CHAT Volunteers

We appreciate your help as we work together to provide a safe and effective environment for our kids to learn in! We are asking that each family sign up for one volunteer slot per semester.

Description of Volunteer Positions:

Opening Day Greeter - Grace Entrance Wednesday and Thursday (8:45 a.m. to 10:45 a.m.)

This mom will need to greet students and parents in the first floor lobby area, direct them upstairs, and field questions. This position needs to be filled with a returning CHAT mom, not someone from a new CHAT family

Morning Monitor - Grace Cafe Wednesday and Thursday (9:00 a.m. to noon)

This mom will mostly need to hang out in the coffee shop downstairs. Since students will be allowed to come downstairs to purchase from the vending machines and the coffee shop, we need a mom to keep an eye on this area and encourage students to head back upstairs after they have made their purchases. We also ask that this mom take occasional walks through the halls and the commons area outside the worship center for wandering students. You are welcome to have your younger kids with you.

Morning Monitor - Classroom Wing Doors Wednesday and Thursday (9:00 a.m. to noon)

This mom will sit upstairs outside the double doors that lead into our classroom wing. Your responsibility is to be an extra set of eyes monitoring students and adults as they come and go. You will have a picture roster of CHAT and eCHAT students to refer to as needed. You are welcome to have your other kids with you and do school with them or other quiet activities during this time if you'd like.

Lunch Helper - Grace Cafe Thursday (11:15 a.m. to 12:30 p.m.)

This mom will help monitor the eCHAT students during their lunch period (11:30 - noon) and the CHAT students during their lunch period (noon - 12:30), and then will wipe off the tables at the end of the CHAT lunch period.

Afternoon Monitor - Classroom Wing Doors Wednesday (12:00 to 2:30 p.m.)

This mom will sit upstairs outside the double doors that lead into our classroom wing. Your responsibility is to be an extra set of eyes monitoring students and adults as they come and go. You will have a picture roster of CHAT and eCHAT students to refer to as needed. During the last 15 minutes (starting at 2:15 or so), we ask that this mom wash the table tops in all empty rooms in the classroom wing and straighten the chairs as needed. You are welcome to have your other kids with you and do school or another quiet activity with them as you sit, and they can come with you as you straighten rooms. Maybe they could straighten chairs as you wash tables!

Afternoon Monitor - Classroom Wing Doors Thursday (12:00 p.m. to 3:00 p.m.)

This mom will sit upstairs outside the double doors that lead into our classroom wing. Your responsibility is to be an extra set of eyes monitoring students and adults as they come and go. You will have a picture roster of CHAT and eCHAT students to refer to as needed. During the last 15 minutes (starting at 2:45 or so), we ask that this mom wash the table tops in all empty rooms in the classroom wing and straighten the chairs as needed. You are welcome to have your other kids with you and do school or another quiet activity with them as you sit, and they can come with you as you straighten rooms. Maybe they could straighten chairs as you wash tables!

Afternoon Monitor - Student Lounge Thursday (12:00 p.m. to 2:00 p.m.)

This mom will sit in the classroom wing, just outside the Student Lounge (CA211). Your responsibility is to oversee the students in the Student Lounge and periodically walk through the halls to make sure students are where they are supposed to be.

Student Lounge Helper (Wednesdays and Thursdays)

We occasionally need a mom to sit in the Student Lounge in the event that Kim or Laura have an emergency. This may or may not happen, but if you are available on short notice, this may be a great spot for you to volunteer for. (This position is not usually listed online, so if you are interested in being on this “on call list,” please [contact Laura](#).) There may also be some positions for a Student Lounge helper listed on the signup for specific dates if we know ahead of time that we need help on a particular date.

Substitute eCHAT Classroom Helper

We occasionally need a mom to help with an eCHAT class in the event that the student helper is absent or the tutor has a project planned requires an extra set of hands. This may or may not happen, but if you are available on short notice, this may be a great spot for you to volunteer for. (This position is not listed online, so if you are interested in being on this “on call list,” please [contact Laura](#).)

Student ID Photography Helper

We are going to need moms to help Tina with student ID pictures during week 2 of CHAT. One mom will help with the computer and the other mom will help coral kids to make sure we catch everyone. You can sign up for either the morning or afternoon shift on either day. Tina will show you what you need to do.

Student ID Laminator

We are going to need a couple of moms to laminate student IDs the morning of week 3 of CHAT.

Christmas Performance

This position involves helping with our Christmas Performance evening. We will need two moms to help set up the art displays, one mom to set up the refreshments table, two to help with refreshments during the reception time, and two moms to help with clean-up.

Spring Showcase

This position involves helping with our Spring Showcase evening. We will need two moms to help set up the art displays, one mom to set up the refreshments table, two to help with refreshments during the reception time, and two moms to help with clean-up.

Open House

This position involves helping at the registration table at our spring open house. Don't worry, we'll show you what to do!

Signing up for Volunteer Positions

Signup for the volunteer positions will take place using SignUpGenius. The web address of the signup will be posted online. Parents will need to create an account at SignUpGenius the first time they submit their signup. This verifies your signup position, allows you to make swaps with other moms if necessary, and allows you to receive an email reminder 2 days before the date you signed up for. Spots will be filled on a first-come, first-served basis. Parents who fail to sign up will be assigned spots by CHAT as needed.

Canceling and Swapping

On the signup you can delete your signup or swap with someone else. These options will be available right under your signup checkbox. If you need to change your volunteer position, it is up to you to find someone to swap with. [Contact Laura](#) if you are having trouble finding someone. You can swap with someone else at any time.

A Final Point

Thank you for your time in volunteering. If you would like to sign up for more than the one spot we are requesting, feel free to do so!