

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:

Location details:

- **Door** - This is the South Entrance, which is the only door that CHAT will be using. We will have a volunteer stationed here at all times checking IDs.
- **Commons** - This is called the Glory Cafe on the church map. It is the area on the main level outside the worship center.

Opening Day Greeter - South Entrance Wednesday and Thursday (8:30 a.m. to 10:45 a.m.)

This volunteer will greet students and parents (hopefully outside if the weather is nice). This position needs to be filled with a returning CHAT parent, not someone from a new CHAT family.

Student ID Photography Helper (Fall Semester)

We are going to need volunteers to help Tina with student ID pictures during the first week of CHAT. You can sign up for either the morning or afternoon shift on either day. Tina will show you what you need to do.

Email Digest Manager

Receive forwarded emails from Laura and organize the information into a single email digest to be sent out to CHAT families each month. This job will take about 1-2 hours per month of your time.

Open House Greeter (Spring Semester) 6:00 to 7:30 p.m.

This position involves welcoming and directing families who come to the open house.

Commons (Glory Cafe) Monitor - Glory Cafe
Wednesdays and Thursdays
(9:00 a.m. to noon or noon to 3:30 p.m.)

This volunteer will hang out in the Glory Cafe (Commons) area upstairs. We also ask that you take occasional walks through the halls upstairs to check for wandering students. You are welcome to have your younger kids with you. Please pick up your name tag at the monitor table by the South Entrance.

South Door Monitor - South Entrance Door
Wednesdays and Thursdays
(8:45 a.m. to noon or noon to 3:30 p.m.)

This volunteer will sit inside the South Entrance the monitor table. Because the door will remain locked during CHAT hours, your responsibility is open the door for students and families as they arrive and then check student IDs. You will have a picture roster of CHAT 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.

Student Lounge Monitor - Youth Center
Wednesdays and Thursdays
(9:00 a.m. to noon or noon to 3:30 p.m.)

This volunteer will be based in the Student Lounge (Youth Center). Your responsibility is to oversee the students in the Student Lounge. Please pick up your name tag at the monitor table by the South Entrance.

Lunch Helper - Glory Cafe/Commons
Wednesdays (11:45 a.m. to 1:00 p.m.)

This volunteer will sanitize high touch surfaces around the building at 11:45 and then help monitor the CHAT students during their lunch period (noon - 12:30). At the end of the lunch period you will sanitize tables that students were eating lunch at. Please pick up your name tag from the monitor table by the South Entrance.

Lunch Helper - Grace Cafe/Commons
Thursdays (11:15 a.m. to 1:00 p.m.)

This volunteer will monitor the eCHAT and CHAT students during their lunch period. At the end of the lunch period, you will sanitize tables that students were eating lunch at. Please pick up your name tag from the monitor table by the South Entrance..

Sanitizer and Lunch Helper - Grace Cafe/Commons
Thursdays (11:15 a.m. to 1:00 p.m.)

This volunteer will sanitize high touch surfaces around the church where students have been. Then this volunteer will help in the Commons to sanitize between lunch periods (11:30) and again at 12:30.

Afternoon Monitor – Commons
Wednesdays and Thursdays
(12:00 p.m. to 3:45 p.m.)

This volunteer will monitor the Commons area Thursday afternoons. The Café is not open, so students should not be in the Commons unless they are students at CHAT only for PSEO or students sitting with parents. From 3:15-3:45, this volunteer will hang out in the 1st floor lobby as students are going home.

Christmas Celebration (Fall Semester)

These positions involve helping with our Christmas Celebration evening. We will need volunteers to help set up the art displays, set up the refreshments table, assist with rehearsal, help with traffic flow before the performance (ushers), help with refreshments during the reception time, and help with clean-up. These positions are listed separately on SignUpGenius.

Christmas Celebration Shopper (Fall Semester)
Spring Showcase Shopper (Spring Semester)
Afternoon, the day of the celebration

This volunteer will make a run to the store Thursday afternoon for cookies and anything else that may be needed for the night of the Christmas Celebration. Cookies will need to be at Cross of Glory by 5:00p.m.

Christmas Celebration Program Helper (Fall Semester)
Spring Showcase Shopper (Spring Semester)
The day of the celebration

This volunteer will help print (at Cross of Glory) the programs for the Christmas Celebration. You will also be in charge of finding students or other adults to help fold the programs. This is best done in the morning to allow time for folding.

Christmas Celebration Decoration Helper (Fall Semester)
Spring Showcase Shopper (Spring Semester)
The day of the celebration

This volunteer will oversee the centerpieces/decorations for the food tables at the Christmas Celebration.

Signing up for Volunteer Positions

Signup is 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 either be assigned spots by CHAT or charged the buy-out fee.

Canceling and Swapping

What to do if you can't make your volunteer time: Please do your best to find a replacement. You can go back to the SignUpGenius and look for someone who is doing your job on a different day. Look them up on the family roster that will be emailed to you at the beginning of the school year. If you can't find a replacement (maybe it's too last minute), please [let Laura know](#). You will pay the buyout fee of \$25, and she will find a replacement. We will try to give you an opportunity to volunteer again to get your buyout fee back.

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!