

# 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:**

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### **Student Handbook Assembler**

This mom will need to connect with Laura to get the pages. She will collate, staple, fold, and put name labels on the student handbooks before CHAT starts. This can be done any time during the week before CHAT starts and at her own home.

### **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 high school 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. Please pick up your name tag at the Café counter. (Note: For the first couple of weeks of the year there won't be IDs to check, so there may be some administrative work we would ask you to do while you sit at the table.)

### **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 1:00 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. Please pick up your name tag at the Café counter.

**Lunch Helper - Grace Cafe**  
**Wednesday (11:45 a.m. to 1:00 p.m.)**

This mom will help monitor the CHAT students during their lunch period (noon - 12:30), and then will wipe off the tables at the end of the lunch period. Please pick up your name tag at the Café counter.

**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!

**Hall Monitor - Student Lounge**  
**Thursdays (9:00 a.m. to 11:30 a.m.)**  
**Thursdays (11:30 a.m. to 2:00 p.m.)**

This mom will be based in the Student Lounge area (CA211). Your responsibility is to oversee the students in the Student Lounge and the area outside the gym. In addition, you need to periodically walk through the halls to make sure students are where they are supposed to be. During eCHAT transition time between classes, help direct students to their next class and remind them, if necessary, to be quiet in the halls. Please pick up your name tag at the wing monitor's table.

## 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.

## 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.

## 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**

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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**

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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**

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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!