

CHEE Volunteer Position Sign-Up Sheet

All positions in red are necessary weekly roles and MUST be filled before other "seasonal" positions (listed in black) are chosen. Members should choose no less than 1 weekly position and 1 seasonal position or 2 weekly positions.

****Please only commit to those positions that you know you will be able to fulfill.****
See separate sheet to sign up as a Class Helper.

Position	Volunteer Name	Leader Team or other Contact Person
Morning Setup Tables & Chairs--Lunch Area (3) Should arrive no later than 8:45 a.m.	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	Kristi Brooks Candace Krantz
End-of-Day Cleaning (5) CLASSROOM BLDG.: Straighten tables & chairs (if needed), pick up trash on tables/floors, return supply boxes to upstairs storage closet by bathroom, turn off ALL lights in classrooms & bathrooms, and close all doors.	Downstairs Classrooms & Nurseries: (anytime between 12:30-2:30) <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> Upstairs Classrooms & Bathrooms: (1:30-2:30) <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> Fellowship Hall* (tables, chairs, trash, floors): <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> <p style="text-align: center;"><i>*All members please help with cleanup as able</i></p>	Kristi Brooks Candace Krantz
Nursery Workers (2 per shift) Please sign up to fill this role for both sessions if at all possible. Put a * if only able to do so for first session.	9:00* 1. 2. *need to be present by 8:50 a.m. 10:00 1. 2. 11:00 1. 2.	Kristi Brooks Candace Krantz
Floater (2) Able to fill in as needed in case of absences (classes, nursery, hall monitor, etc.) from 9 a.m. to 12 p.m. Serves both sessions.	1: _____ 2: _____	Kristi Brooks Candace Krantz
Hall Monitors (3)* Help monitor/regulate hallway behavior (quiet, no running, etc.) and watch entry/exit doors <i>*will be moved to nursery if nursery is short-handed</i>	9:00 _____ (main floor—classrm bldg.) 10:00 _____ (main floor—classrm bldg.) 11:00 _____ (main floor—classrm bldg.)	Kristi Brooks Candace Krantz
Chess & Game Time Helper (1-2) 1:30-2:30 Supervise children participating in game time	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>	Kristi Brooks Candace Krantz

Field Trips	Any member can plan a field trip; please see the CHEE calendar before selecting a date. Contact Kristi or Sherry to create a signup and add the event to the calendar and/or Facebook group.	Kristi Brooks Sherry Green
Party Helpers (2) Help with planning, setup, and cleanup as needed.	_____ _____ See CHEE Google Calendar for all party dates (Fall Party, Valentines, Easter Celebration, etc.)	Kristi Brooks Candace Krantz
Christmas Craft Day Help with planning crafts & gathering supplies as needed, assist in activities on craft day	Planner: _____ Assistant: _____ Planned Event Date: November 30, 10 a.m. to noon	Kristi Brooks Candace Krantz
K5 Graduation (1-2) supplies, theme, etc.	_____ _____ Tentative Event Date: April 11, 2016	Kristi Brooks Candace Krantz
Moms Night Out (1) Planning, advertising, etc.		Kristi Brooks
Spelling Bee Coordinator & Assistant Set date, distribute spelling lists, gather prizes, conduct Bee, etc.	Coordinator: Assistant: **take pics, help with prizes, etc. Planned Event Date: March 14, 2016	Kristi Brooks Candace Krantz
Academic & Art Fair (2) Plan, advertise, and coordinate students bringing displays or samples of work in their favorite subject(s)	_____ _____ Planned Event Date: April 11, 2016	Kristi Brooks Candace Krantz
CHEEnager* Monthly Activities Planners (1-2) *7 th grade and up		Kristi Brooks
Yearbook Photographer (2) Bring camera and help take pictures for special events, parties, and field trips as able to be present.	_____ _____	Kristi Brooks

All available moms should accompany children to gym time from 12:30 to 1:30.