



# St. Andrew's R. C. Church Special Events Volunteer Application Form

The Parish Special Events Committee was established with the following goals in mind:

1. To bring parishioners together in a social setting that promotes friendship and helps build a vibrant community spirit.
2. To host fundraising events that assist with the overall financial well-being of the parish.

Having enough volunteers is crucial to ensuring the continuation and success of the events we offer. If you are interested in joining our Special Events team of volunteers, please complete the form below and place it in the collection basket or drop it off at the rectory.

Volunteer's Name \_\_\_\_\_ Phone \_\_\_\_\_

Volunteer's Email \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

I am willing to help in the following areas (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Kitchen – Food Preparation         | <input type="checkbox"/> Hall - Decorating                   |
| <input type="checkbox"/> Kitchen – Meal Preparation/Cooking | <input type="checkbox"/> Hall – Set up                       |
| <input type="checkbox"/> Kitchen – Dishwashing              | <input type="checkbox"/> Hall - Buffet Servers               |
| <input type="checkbox"/> Kitchen – Coffee & Tea             | <input type="checkbox"/> Hall - Table Servers                |
| <input type="checkbox"/> Ticket Sales (before/after mass)   | <input type="checkbox"/> Hall – Assist Seniors & Handicapped |
| <input type="checkbox"/> Ticket Sales & Cash at Door        | <input type="checkbox"/> Hall - Cleanup                      |
| <input type="checkbox"/> Other (please specify)             |  |

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#### PLEASE NOTE:

- Training will be provided.
- We welcome students who wish to fulfill their community hours.
- OSHA Regulations require that individuals volunteering in the kitchen must be 15 years of age or older – *Volunteer safety is our primary concern.*
- See reverse for more information regarding our Special Fundraising Dinners.



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The following information outlines the required tasks associated with our Special Fundraising Dinners:

### **Saturday Morning Food Preparation** (2-4 people)

- The morning food preparation runs from 8:30 a.m. to 1 p.m. depending upon the number of people available to assist in the kitchen.
- Duties include:
  - Cleaning, peeling and chopping food. For example potatoes, carrots, onions and other veggies as needed.
  - Keeping up with cleaning of the dishes as you go along.

### **Saturday Morning Hall Set Up** (4 people)

- Hall set up normally runs from about 10:00 a.m. to noon.
- Duties include:
  - Wrapping up cutlery into napkins.
  - Cleaning tables and setting them up with salt, pepper, sugar, cutlery, cups and saucers.
  - Cleaning and preparation of containers for water, coffee and tea in preparation for the next day.

### **Sunday Morning Meal Preparation** (4 people)

- Meal preparation normally runs from 8:30 a.m. to 1 p.m. depending upon the number of people available to assist in the kitchen and the type of food being prepared.
- Duties include:
  - Assisting the kitchen lead with preparing the dishes being served.
  - Setting up the buffet table and putting out condiments.
  - Keeping up with cleaning of dishes as you go along.

### **Serving & Clean Up** (10- 13 people)

- Normally runs from 5 p.m. to 8 p.m.
- Duties include:
  - Runners and food servers at the buffet table (3-6 people).
  - Preparing and serving coffee and tea, replenishing sugar and creamers as required (3 people)
  - Clearing away dirty dishes and wiping down tables (4 people)
  - At the end of the meal, items from the tables are collected and put away and tables are cleaned.

### **Dishwashing** (4 people)

- This is normally done between 6 p.m. and 8 p.m.
- Two people at the input side to remove the dirty dishes from the carts and organize them to go through the dishwasher.
- Two people at the output side to remove the dishes and put them away.

**If you would like more information with regard to volunteering for Special Events, please contact the parish office at 345-5202.**