

Registration Volunteer Application Instructions

The Spring 2024 Volunteer Schedule will be released by email between 4:00 PM and 5:00 PM on Wednesday, November 1st.

Please confirm that you can work your volunteer position(s) by replying to this email. **YOUR CONFIRMATION DETERMINES YOUR REGISTRATION APPOINTMENT.** The sooner you confirm, the earlier your registration appointment. You will receive an Appointment Confirmation on Monday after classes end. Thank you for your service to HCEC families!

Registration Volunteer Specifics:

- Turn in your form **as early as possible** to get the position(s) you desire.
- Positions are filled within **the first week of the deadline.**
- If you are unable to fulfill your commitment, a waitlist volunteer will be contacted.
- Forms are numbered as they are turned in and Positions are filled in the order received.
- After the **October 18th deadline**, you will go on a volunteer waitlist.

Completing This Form:

α) Category

- ✓ TEACHER - IF are you are **currently serving** as a Teacher or are a **newly approved** Teacher and plan to continue serving as a Teacher for Spring 2024.
- ✓ STAFF or TEAM LEADER - If you will serve during the Spring 2024 semester.
- ✓ VITAL PARTNER - IF you are **currently serving** as a Vital Partner or are a **newly approved** VP for Fall 2023 and plan to continue serving in Spring 2024.
 - ⊗ IF you **did not serve in the current semester** as a Teacher or Vital Partner **OR** will apply to become a Teacher or Vital Partner, please contact Human Resources. In this case, **DO NOT** mark "Teacher" or "Vital Partner." We will look for an approval notice from Human Resources.
- ✓ MEMBER ONLY - IF HCEC Member ONLY and NONE of the above apply to you.

β) Number of shifts

- Δ Please let us know how many shifts you wish to serve. We will do our best to place you as you have requested.
- ⊗ **If you skip this question, you will only be placed in one position.**

γ) Personal Contact Information

- Δ Please include your email address. **All communication will take place via email.**
- **Check your email weekly for updates and training documents.** We communicate with over 120 volunteers and email is the most effective method.

Reminders:

- ◆ **No Partial Shifts Available:** Please do not ask if you may serve for part of a shift on registration days. Every effort has been made to make these shifts short and it is not possible to further subdivide the shift.
- ◆ **Do Not Request a Volunteer position that overlaps your projected Appointment time:**
 - Teachers register on Monday; New Teachers will have training on Monday afternoon
 - Staff registers Monday afternoon
 - VPs register on Monday afternoon and Tuesday morning
 - Members register on Tuesday afternoon
- ◆ **Improve your Chances:** The best way to receive more than 3-4 hours (1 shift) is to be willing to serve in a variety of positions or times. Once each volunteer has been placed in one position, the remaining positions are filled by those willing to serve in less-frequently requested positions.
- ◆ **Prioritize Your Wishes:** Please feel free to prioritize the different areas you are willing to volunteer. For example, mark 1, 2, 3 etc. rather than checking the box.

Registration Volunteer Application Spring 2024

Please return this form to the ***Collection Table*** across from Guest Services October 10-11th or 17-18th. **FINAL DUE DATE: October 18, 2023.**

All positions listed receive the benefit of Priority Registration within the category of registration for which the volunteer is currently approved for Spring 2024, (Vital Partner, Teacher, Support Group, etc.). Appointments are scheduled according to the number of hours **confirmed** to volunteer for registration.

Please provide the following information: **Total number of shifts I wish to volunteer:** _____

For Spring 2024, I am approved or have applied for: Teacher _____ Team Leader/Staff _____ Vital Partner _____ Support Group Member _____

Name: _____ **Phone:** _____ **Email:** _____

Contact our Registration Volunteer Coordinator RegVolunteerCoordinator@hche.org, with any questions.

Please circle which position(s) (times and/or days) you may be interested in working.

Position	Responsibilities	Indicate requested area(s) of interest <i>*Please prioritize 1st, 2nd, 3rd choice*</i>	✓	Approx. dates	Approx. time
Handbook Proofing	Read and proof the registration handbook for errors prior to final printing and release to families.			November 17-18, 2023	4.5 hours
Prayer Cover	Pray for all the people and processes associated with registration.			December-February	4 hr./mo.
Student Orientation	Student Orientation Registration, one shift 7:30-1:00 Circle interested position(s): Parent Table, Check-In, Floater, Registration Table, Quality Control, Hall Monitor			Tuesday, January 30	5.5 hours
Lunch Hostess	Set up food for lunch and clean-up during registration 11:00am – 2:00pm			January 8, 9 and 10 th	3.0 hours

Registration *Mon. Jan. 8th: Teacher/Staff/VP * Tues. Jan. 9th: Vital Partner/HC Members *Wed. Jan. 10th: Members/All

Position	Responsibilities	Mon. 8:30-12:00 3.5 hr.	Mon. 12:00-3:30 3.5 hr.	Tues. 8:30-12:00 3.5 hr.	Tues. 12:00-3:30 3.5 hr.	Wed. 8:30-12:00 3.5 hr.	Wed. 12:00-3:30 3.5 hr.
Floater	Record closed classes, fill-in for other positions, and assist the registrar.						
Hall Monitor	Monitor children on the playground and the activity in the halls during registration. Direct families to Check-In station as needed.						
Parent Table	Good communication and problem-solving skills to help families select classes and answer questions.						
Vital Partner Check In/Out	Check paperwork for families selecting semester Vital Partner assignments. VP table on Tues. is 8:30-2:00 (5 1/2 hrs)			8:30-2:00		Do Not Fill	
Check-In Table	Greet families, check appointment times & input family info in computer. Circle interested position(s): Membership or Appointment Check-in, Computer Entry Check-in, Gatekeeper	7:45-11:45	11:30-3:30	7:45-11:45	11:30-3:30	7:45-11:45	11:30-3:30
Registration Table (includes QC)	Attention to detail & problem-solving skills to process registrations in computer. Mon.-Tue. 7:45-3:45 (8 hrs) Wed. 7:45-3:30 (7¾ hrs)	Circle if Pre-selected		Circle if Pre-selected		Circle if Pre-selected	