

Most Holy Trinity Children's Christmas Party

Volunteer Roles and Time Commitments for December 14

**All volunteers should register online at
mhtdetroit.org/outreach/childrens-christmas-party**

Volunteer check-in on day of party begins at 9:00 a.m.

2019 Committee Member

- **Description:** Actively participate prior to the event and on the day-of to ensure a successful party. This includes all planning, set-up, gift ordering and packaging, registering children in advance, etc. Current committee members should register under this section. Individuals seeking to more actively participate in the future should register as "Future Committee Member." (See below.)
- **Time Commitment:** 9:00 a.m. – 5:00 p.m. on day of party, plus pre-event planning.

2020 Committee Member

- **Description:** See Current Committee Member description above for reference. You will be contacted to discuss how you can help with next year's party.

Stage Set-up

- **Description:** Help set up the stage where Santa and Mrs. Claus will be meeting the children and giving out gifts.
- **Time Commitment:** 9:00 a.m. – 10:30 a.m.
- **Participants:** 3

Balloons

- **Description:** Fill balloons, tie and place on 500 chairs so each child gets a balloon.
- **Time Commitment:** 9:00 a.m. – 10:30 a.m.
- **Participants:** 10

Table Quality Control Check

- **Description:** Check every table to make sure all items are present for 10 place settings per table and in proper order along with chairs.
- **Time Commitment:** 9:30 a.m. – 10:30 a.m.
- **Participants:** 4

Volunteer Check-In

- **Description:** Welcome and check in volunteers on the day of the party. Two main volunteers will need to stay at the check-in the length of the entire party, however, the other eight volunteers will be able to leave or will be re-assigned around 11:00 a.m. to other activities.
- **Time Commitment:** 8:45 a.m. – 4:00 p.m. Participants: 2
- **Time Commitment:** 8:45 a.m. – 11:00 a.m. Participants: 8
- **Total Participants:** 10

Table Chaperones

- **Description:** Two Table Chaperones are required per table and are responsible for up to 10 children assigned to their table. You will be with the same children for the entire party and will get to know them, which is very rewarding! You will supervise them while they eat lunch, visit Santa and go to the face painting, game and cookie decorating stations. You MUST stay with your children for the entire party. You cannot leave until all of your children have been picked up by their parents.
- **Time Commitment:** 10:00 a.m. – 4:00 p.m. (Please note that the earlier you arrive, the earlier table number you will be given and earlier you can depart.)
- **Participants:** 100 (2 chaperones per table x 50 tables)

Runners

- **Description:** Runners will help welcome the children, bring food items and other supplies to and from the tables and assist in various ways. They may also be asked to escort children to the restroom or stay at a table so a volunteer can go to the restroom.
- **Time Commitment:** 10:30 a.m. to 4:00 p.m.
- **Participants:** 20

Face Painters

- **Description:** Volunteers will each have a face painting station and the children will come and go in groups throughout the course of the party. Some volunteers are needed to entertain the children who are done with face painting as they wait to move on to the next activity.
- **Time Commitment:** 10:00 – 4:00 p.m.
- **Participants:** 20

Cookie Decorators

- **Description:** Volunteers will each have a cookie decorating station and the children will come and go in groups throughout the course of the party. Some volunteers are needed to entertain the children who are done with face painting as they wait to move on to the next activity.
- **Time Commitment:** 10:00 – 4:00 p.m.
- **Participants:** 15

Photos

- **Description:** Volunteers will set-up printing station, take pictures, print pictures distribute pictures to tables, pack-up station and load in vehicle.
- **Time Commitment:** 10:00 – 4:00 p.m.
- **Participants:** 5

Gift Bag Distribution & Santa/Mrs. Claus Support

- **Description:** At the front of the room where Santa and Mrs. Claus are located, we need volunteers to help organize the children going up to see Santa and Mrs. Claus, make sure their table number tags are facing front, distribute the gifts bags to the children and remove their wristband indicating they received their gift.
- **Time Commitment:** 12:00 p.m. to 4:00 p.m.
- **Participants:** 8

Clean Up

- **Description:** Help break down tables and chairs once all children have been picked up. Sweep the hall, take out the trash, pack-up any remaining items, load cars, transport to Church and/or Storage facility.
- **Time Commitment:** 3:00 p.m. – 5:00 p.m.
- **Participants:** 10

Other

- **Description:** We always need help in other areas with various tasks. If you have volunteered for the party in the past and you do not see your job listed here, please sign-up in this section and enter your job in the comments section. Some tasks include back-up for table chaperones that become ill and need to leave, kitchen support and registered nurses.
- **Time Commitment:** Varies from 9:00 a.m. – 5:00 p.m.

If you have any questions about these volunteer roles, please contact our volunteer event chair, Tanya Caruana, at merry.christmas@mhtdetroit.org and put “Children’s Christmas Party” in the subject line.

Thank you!