



CREIGHTON PREP

Student Volunteer Instructions for Coatroom Attendant – Saturday, April 21

1. We are depending on you to be there for your shift. If you are unable to work then it is your responsibility to find a substitute. If, for any reason, you are unable to make it, please call **Mrs. Sara Smith at 402-650-8889** with the name of your substitute.
2. You should wear black pants, a white button down long-sleeved shirt with a necktie or a bow tie and comfortable shoes. The shirt should be tucked in with a belt.
3. **Please park or get dropped off on the west side of the building and enter through the main Campus Center entrance.**
4. Please arrive 15 minutes before your scheduled shift and check-in in the Campus Center with Ms. Kristine Bope where you will receive your name tag. Please inform her if you are a work grant student or NHS member.
5. Mrs. Sara Smith or Ms. Nina Stickels will meet you at the coat check table in the Smith Atrium (near the registration tables on the east side) to give you instructions just prior to your shift. There are two shifts for the coatroom:
1st shift: 4:30 p.m.-7:30 p.m.
2nd shift: 7:30 p.m.-10:30 p.m.
6. The volunteer appreciation dinner (pasta and breadsticks provided by FLIK Independent School Dining, salad provided by Valentino's, dessert and beverage) will also be served in the Campus Center from 4:30 p.m.-8 p.m. You may eat before or after your shift.
7. You must get permission from Mrs. Sara Smith or Ms. Nina Stickels before you leave for the evening. The first shift should be finished by 7:30 p.m. and the second shift should be finished by 10:30 p.m.
8. As an incentive, your name will be entered into a drawing where you could win prizes including cash or gift cards. To be included in the drawing, you must check-in in the Campus Center (where you will receive your name tag) **and then complete your entire shift.** The drawing will be held the week after BASH at school.