



CREIGHTON PREP

Student Volunteer Instructions for Valet Parking – 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 **Mr. Dave Lawler at 402-669-4870** 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. Bring a winter jacket or rain jacket if needed due to weather.
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 at 4 p.m.** 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. **You must report to Mr. Dave Lawler by 4:15 p.m. for instructions in the east parking lot (by the main BASH entrance) where the valet boards are set up.** Please bring a pen or pencil with you for your shift.
6. You will begin working and Mr. Dave Lawler will dismiss you in shifts for dinner. 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.
7. You must get permission from Mr. Dave Lawler before you leave for the evening.
8. You should be finished by 11 p.m.
9. 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.