



45th Annual Speech Tournament

Parent Job Descriptions

Parent Help Needed in the Following Areas

February 24 and 25, 2012

Jobs Prior to the Tournament (Friday, 2/24):

- **Coordinate /organize lunch sales:** Using the last two years' information, you will work with Debbie in the kitchen to order supplies and organize a Costco run for basics. This also includes table decorations such as plastic table cloths, confetti, flowers, etc.
- **Purchase snack table supplies:** You will organize a Costco run for snacks, using the last two years' purchase sheets as guides.
- **Set up:** Student and parent help is needed Friday, Feb. 24 from 1 to 4 p.m. I'd be grateful for whatever help you can provide for whatever amount of time you are available.

Jobs the Day of the Tournament (Saturday, 2/25):

For jobs the day of the tournament:

- **What to Wear:** Parents should try to wear VCS logo items, if at all possible. If not, please try to wear blue and white clothing.
- **Food:** Coffee, tea, and snacks can be purchased at the snack tables (all proceeds go to the MS fundraiser fund).
- **Valley Catholic Elementary School Service Hours:** 1 hour of service credit is earned for each hour worked. Time is rounded up to the closest half hour mark.
- **What to Bring:** There will be significant "dead times" of up to 30 minutes for some of the jobs. It is recommended that parents bring a book or newspaper to read.
- **Registration:** 8-10 parents are needed to be in the gym on the day of the tournament to register students (contestants) and coaches.
 - **Time needed the day of the tournament:** Arrive no later than 7:00 a.m. in the cafeteria and stay through the opening assembly (approx. 8:30 a.m.)
- **Data Entry:** 8-10 parents are needed to be in the computer lab the day of the tournament to enter student (contestant) scores into the computer program. It literally is transcribing the judge's scores and entering it into the computer program. Also, you may leave to help your child during the rounds that permit parent help.
 - **Time needed the day of the tournament:** Arrive no later than 9:00 in the computer room (room 209 – upstairs) and stay through the last round (approx. 2:30 p.m.)

- **Correlating Coaches' Packets:** 8-10 parents are needed to put together the coaches' packets at the end of the tournament. Their job would be to collect the handwritten judge's sheets and organize them into specific schools, so that the coach from each school can distribute them to the contestants at a later time. Also, you may leave to help your child during the rounds that permit parent help.
 - **Time needed the day of the tournament:** Arrive no later than 10:00 in the faculty room (near room 211 – upstairs) and stay through approx. 2:30.

- **Hallway Monitor:** 6-8 parents are needed to help monitor the hallways, assist people with finding classrooms, and keeping the hallways quiet during the competition rounds.
 - **Time needed the day of the tournament:** Arrive no later than 7:30 a.m. in the cafeteria and stay through the end of the lunch period (approx. 1:30). You will be MOST NEEDED during the time that parent help is allowed, so you will NOT be able to help your own child.

- **Clean-up Crew:** A team of approx. 6 parents is needed to help clean up the classrooms, hallways, lobby, cafeteria, auditorium, etc. Specifically, cleaning any mess left by the tournament contestants – lost and found materials, trash left on desks, on the floor, etc. *Sixth grade students may volunteer to help WITH the parent for VCMS service hours as well.*
 - **Time need the day of the tournament:** Arrive no later than 1:45 in the school office and stay through the end of the assembly (approx. 3:00).

- **Snack Table Sales:** Two teams of 2-4 parents are needed to sell items the day of the tournament. Specifically, there will be two snack tables (one in the lobby and one upstairs). *Sixth grade students may volunteer to help WITH the parent for VCMS service hours as well.*
 - **Time need the day of the tournament:** Arrive no later than 7:30 in the school lobby and stay through the start of the assembly (approx. 2:30).

- **Lunch Sales:** 8-10 parents are needed to help cook/prepare and serve items during lunch.
 - **Time need the day of the tournament:** Arrive no later than 9:45 in the school lobby and stay through the start of the assembly (approx. 2:00).

- **Judges' Hospitality:** I need two teams of 2-4 parents to purchase (using past inventory sheets) supplies prior to the tournament, set-up and then host the judges' hospitality room (Howard Room). Specifically, you will be making sure that food and drinks are well stocked and the room stays clean, and then monitoring it to make sure that ONLY JUDGES enter the room. *Sixth grade students may volunteer to help WITH the parent for VCMS service hours as well.*
 - **Time need the day of the tournament:** Arrive no later than 7:00 in the school lobby and stay through the start of the third round (approx. 12:30).



Valley Catholic's 45th Annual Speech Tournament Saturday, February 25, 2012

Yes, I Can Help!

Parent's Name: _____

I am willing to help with the following (please check all that apply):

_____ Registration 7:00 a.m. – 8:30 a.m. (approx.) 1 ½ VCES service hours	_____ Snack Table Sales – Coordinator (organize and purchasing of supplies) 2 VCES service hours (approx.)
_____ Data Entry 9:30 a.m. – 1:30 p.m. 4 VCES service hours	_____ Lunch Sales 9:45 a.m. – 2:00 p.m. (approx.) 5 VCES service hours
_____ Coaches' Packets 10:30 a.m. – 2:00 p.m. (approx.) 4 ½ VCES service hours	_____ Lunch Sales – Coordinator (organize and purchasing of supplies) 2 VCES service hours (approx.)
_____ Hallway Monitor 8:00 a.m. – 1:45 p.m. (approx.) 7 VCES service hours	_____ Judges' Hospitality 7:45 a.m. – 2:00 p.m. (approx.) 7 VCES service hours
_____ Clean-Up Crew 1:15 p.m. – 2:30 p.m. (approx.) 1 ½ VCES service hours	_____ Snack Table Sales 7:45 a.m. – 2:00 p.m. (approx.) 7 VCES service hours

Please return this to your child's English teacher no later than Tuesday, February 21st. Thank you!