

**VOLUNTEER SERVICE CREDIT WORKER (VSCW) GUIDELINES
FISH FRY FRIDAYS**

- 1.** All VSCW are expected to be at their assigned shifts, we understand that emergencies do come up. If you are unable to attend the shift you signed up for, you will be responsible to find a replacement or you may be charged for your non worked hours.
- 2.** Be sure to arrive 10 minutes prior to the start of your shift so that you can get your assignment. If you are scheduled to work the 6-9:30 pm shift, you will need to stay until everything is done. This may mean staying until 9:45 or 10:00 pm.
- 3.** You are responsible to sign in and out with Karen Moses on the 2 part form. One copy is for your records and the other is for our records. If we do not receive the white copy of the Volunteer Service Credit Form you will not be credited the hours you worked.
- 4** Upon arriving, go to the office area and SIGN IN on our VSCW form. You will then be notified of your assignment
- 5** Remember to SIGN OUT, on the same form and include the time you leave. Before leaving you must obtain an authorization signature from one of the FF Chairpersons, which will validate the form. This information is needed for you to receive your service credit hours.
- 6** If you would like to enjoy our delicious fish dinner on the evening you are scheduled to work, please purchase your meals and eat either before or after your shift. No meals are free. You are receiving service credit hours for the time you WORK.
- 7** Please make child care arrangements for 4th grade and younger children. 5th grade or older students please fill out and send in the Student Sign up Sheet.
- 8** Only VSCW that work the 3-9 pm shift will be allowed one 15 minute break during non-peak time. You must notify your area team leader (wearing navy blue shirts), before leaving. If you plan on eating, you must pay for your meal.
- 9.** Thursday 9 a.m. – 11 a.m. shift and Friday 1 p.m. – 3 p.m. shift are to meet in the Parish Hall.