

SPC Ministry Request Guidelines **for Teen Volunteers**

The St. Peter Chanel Office of Religious Education is happy to assist parish ministry coordinators who need Teen Volunteers to assist with parish related events. Please understand that our teens must work in a safe and well managed environment, and that their parents must be well informed. Our teens are a vital part of our community and our objective is to help them develop a lifelong interest in service.

Please follow the guidelines below when requesting teen volunteers to help with your event.

Guidelines:

- Key adults who are working with the teens must be screened (Contact the Office of Religious Ed).
- Parish teens may be asked to assist with parish events however, teens are not to be contacted for individual, personal or business purposes.
- Teens cannot be paid or tipped for service.
- Teens may *not* work adult-only events where alcohol will be served (New Year's, St. Pat's, etc). Teens are permitted to assist with the set-up of these events but must be dismissed once the event has started.
- All off site events require permission slips and transportation forms for approved drivers. *Permission forms and Driver Forms will be provided by the Office of Religious Education.*
- Teen Volunteers need to be given worthwhile responsibilities while helping with your event and only the number of teens needed should be requested. It is a disservice to the teens, your event and our objectives when too many teens are requested and there is too little for them to do.
- If a large number of Teen Volunteers is needed for an event, it is recommended that the ministry assign one or two adults the responsibility of overseeing the teens. Having an adult responsible for overseeing and checking volunteers in/out will help your event to run smoothly and ensure a positive experience for the Teen Volunteers.

What we will do to help you find Teen Volunteers:

- Advertise your event on our website (provided that we receive notice of your event at least 3 weeks prior to the date)
- Send emails to announce your event if additional Teen Volunteers are needed
- Announce your event at meetings and in handouts to the teens

What you can do to find the Teen Volunteers you need for your event:

- At least 3 weeks prior to your event, please complete this form and return to the front desk, email or fax to:

Cathy Marbury
Director of Religious Education
cmarbury@stpeterchanel.org
phone: 678.832.1229
Fax: 678.832.9423

- Advertise your need for Teen Volunteers in the parish bulletin: bulletin@stpeterchanel.org
- Maintain a list of the teens who contact you to volunteer for your event. It is wise to keep their email addresses and send an email reminder to the volunteers a few days prior to the event.
- Provide feedback to us so that we know what worked for you and what didn't—we will keep this information on file to reference for next year.

SPC Ministry Request Form for Teen Volunteers

General Information

Name of Ministry: _____ Today's Date: _____

Name of Person Completing this Request: _____

Event Information

Name of Event: _____

Event Date: _____ Event Location: _____

Contact Information

Please first list the name of the individual who is able answer questions regarding event details and will serve as the contact person for the teens upon their arrival. On the additional space provided, please list the names of other key adults who will be interfacing with the teens for this event.

Name: _____

Email: _____ Phone: _____

Other Key Adults:

Teen Support

Many of our teens volunteer to fulfill service requirements for confirmation and school credit. Our hope is that our teens will be able to contribute to your event in a significant way so that they develop an understanding and habit of lifelong service. Please help us achieve our objective by providing meaningful volunteer experiences.

Briefly describe how the teens will be helping with this event.

How many teens are you requesting to help with your event? _____

Please think through each stage of your event (set-up, service and clean-up). Our teens really want to help so only request the number of teens that you will actually need.

Are you requesting only one shift or will the teens work in various shifts for your event? If they will be working in shifts, please list the shifts below:

Please add any other specific information about your event that might help make this a positive experience for the Teen Volunteers. Also indicate any specific dress, supplies, etc.

SPC Ministry Feedback Form Regarding Teen Volunteers

General Information

Name of Ministry: _____ Today's Date: _____

Your Name: _____

Email: _____ Phone: _____

Event Information

Name of Event: _____

Event Date: _____ Event Location: _____

How many teen volunteers were scheduled to help with your event? _____

How many teen volunteers actually came to work the event? _____

Please explain what happened if the above numbers are dramatically different.

Did you have too many or too few teen volunteers? If so, please explain.

Briefly describe how the teens helped with this event.

Do you feel that the teens worked to your ministry's expectation?

Is there any additional information that you would like to share regarding the teen volunteers?
