

**53<sup>rd</sup> Annual St. Mary Green Sale**  
**Volunteer Opportunities**  
*Updated: 11/20/2017*

**SWAGS/CENTERPIECES:** It's not as hard as it looks! We will teach you! Items will be made in the Annex Building behind the school.

**Dates:** Monday, November 27<sup>th</sup>;  
Tuesday, November 28<sup>th</sup>  
Wednesday, November 29<sup>th</sup>

**Shifts Available for Each Day**

**8:00 am – 10:00 am**  
**10:00 am – 12:00 pm**  
**12:00 pm – 3:00 pm**  
**6:00 pm – 8:30 pm**

**GIFT BASKETS:** Everything will be provided. We need help arranging items in baskets, cellophane wrapping, and attaching bows/gift tags. The assembly room will be determined soon.

**Dates:** Tuesday, November 28<sup>th</sup>  
Wednesday, November 29<sup>th</sup>  
Thursday, November 30<sup>th</sup>

**Shifts Available for Each Day**

**4:00 pm – 6:00 pm**  
**6:00 pm - 8:30 pm**

**SET-UP GYM:** The set-up crew will be responsible for setting up tables/tablecloths; hanging plastic covering to protect walls (from swags/wreaths); transporting & hanging swags/wreaths on hanger hooks; transporting/setting up centerpieces; transporting gift baskets (that are done) to tables; setting up artificial trees to display class ornaments; and assist vendors as needed to unload/transport items into gym.

**Date:** Thursday, November 30<sup>th</sup>                      **6 pm – 8 pm**

**DECORATIONS:** Help decorate school front entrance area/hallway and Christmas Tree(s).

**Date:** Thursday Afternoon/Evening                      **Start time to be determined.**

**GENERAL HELP AT GREEN SALE:**

***Floater # 2\****

**Friday, December 1<sup>st</sup>**

**4:45 pm – 6:30 pm (2 people)**

**6:30 pm – 8:00 pm (2 people)**

**\*Volunteers will be in Gift Basket area to help customers as needed and to fix/improve the display of gift baskets or table items as items are sold during the evening.**

**CARRY-OUT ASSIST: 6<sup>th</sup> grade to Adult. Volunteers help customers as needed to carry purchased items to their cars.**

**Friday, December 1<sup>st</sup>**

**4:45 pm – 6:30 pm (6 people) → 2 spots filled; need 4 more**

**6:30 pm – 8:00 pm (4 people) → 1 spot filled; need 3 more**

**Saturday, December 2<sup>nd</sup>**

**11:00 am – 1:00 pm (2 people)**

**SATURDAY MOVE & SET-UP: Help move remaining gift baskets/swags/centerpieces/baked goods from gym to hallway by the cafeteria. Help to set-up cashier tables for general green sale and fundraiser breakfast.**

**Date: Saturday, December 2<sup>nd</sup>**

**1:00 pm – 2:30 pm (3 people) → 1 spot filled; need 2 more**

**SUNDAY CLEAN-UP: Help clean-up gym, hallway, and/or cafeteria.**

**Date: Sunday, December 3<sup>rd</sup>**

**12:00 pm – 1:30 pm**