

# **SPC Ministry Request Guidelines** **for Teen Volunteers**

The St. Peter Chanel Office of Religious Education is happy to assist parish ministries in their need Teen Volunteers to assist with special events. Please understand that our teens must work in a safe and well managed environment, and that their parents be well informed. Please read through this entire form and follow the guidelines when requesting teen volunteers to help with your event.

## **Guidelines:**

- Parish teens may assist with parish events and are not to be contacted for individual, personal, or business purposes.
- The use of the teen's personal email address and phone number is strictly prohibited. Any communication relevant to your event is to be sent to the parent/family contact information.
- The Archdiocese requires that there must be two screened adults supervising the teens during the event.
- Any off site events require permission slips and transportation forms. We can assist you with developing a permission form and provide information regarding how to obtain screened drivers.
- Teens cannot be paid for service.
- Teens are not able to assist at any event where alcohol is being served.
- Keep teens busy and only accept the number of teens you need.

## **Protocol for requesting teens:**

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

Megan Kyle  
Youth Coordinator  
[mkyle@stpeterchanel.org](mailto:mkyle@stpeterchanel.org)  
phone: 678.832.1239  
Fax: 678.832.9423

- We will then promote your event through email, Constant Contact, and on our website.
- We suggest that you also advertise your need for teen volunteers in the parish bulletin.
- Teens will be instructed to contact a member of your ministry if they are interested in serving.
- The organization of teen volunteers and specific instructions for the event are the responsibility of the ministry. All communication regarding instructions and responsibilities are to go directly to the teens who have volunteered (via the parent contact information).
- We do ask that you copy us (Rosemary Potts; Megan Kyle) on all communications.
- In order to promote your event in an engaging and effectual way, we ask you to complete the following request form:

# **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 list the name of the individual who will be the contact for the teens and can answer questions regarding event details. This should also be the person who will meet 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 shift or will the teens work in various shifts for your event? If they will be working in shifts, please list the shifts below:

\_\_\_\_\_

\_\_\_\_\_

Does your event require that the teen volunteers dress a certain way, bring a particular supply? If so, please indicate any particular information here.

\_\_\_\_\_

\_\_\_\_\_

It is very important to us to know how successful the event was relative to the teen's assistance. We ask that you provide feedback to us so that we can provide both direction and praise to our teens as they continue to serve the parish.

## **SPC Ministry Feedback Form for 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.

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

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Briefly describe how the teens helped with this event.

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

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

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