

## Welcome VBS Families!



**Please take the time to thoroughly read this cover letter.**  
It contains important information and dates that you will need to complete your registration packet and schedule your time accordingly. We are excited to have you join us as 'Mary leads us closer to Jesus!'

### **VBS Dates and Times**

**Evening Session:** Sunday June 23, 2019 – Thursday June 27, 2019 / 6:15pm-8:30pm

**Morning Session:** Monday June 24, 2019 – Friday June 28, 2019 / 9:00am-12:00pm

**\*Please note the evening session will run from Sunday-Thursday!**

### **IMPORTANT INFORMATION:**

- This year we are offering **two sessions** of VBS. There will be a morning session from 9:00am-12:00pm and an evening session from 6:15pm-8:30pm.
  - Due to capacity of our facilities, we will be limiting the number of children accepted into each session. All registrations will be handled on a first-come-first-served basis.
  - **Payment MUST be submitted with the registration packet!**
  - **Once registration form is submitted, all registrations are finalized.** Any additional participants must be submitted on an additional form and are subject to availability.
- Registration is open to children between 3 years of age and entering 5<sup>th</sup> grade for the 2019-2020 school year. **The evening session will not be available to children 3 or 4 years of age.**
  - All participants must be potty-trained.
- **VBS Registration closes at 5:00pm on June 3, 2019.** All forms and payments must be returned to the Faith Formation office prior to this time.
  - Forms with payment may also be placed in an envelope addressed to Sue Torres and dropped in the after-hours mail slot located on the front of The Cottage.
- If you are planning to volunteer, there will be a mandatory Volunteer Workshop on Wednesday June 19, 2019 from 10:00am-11:00am or 6:30pm-7:30pm.
  - If you are unable to attend this workshop, you must notify the VBS Team.
- On Friday June 28 from 12:00pm-1:00pm, there will be a party for both morning and evening session participants. All families are welcome to stay after VBS and celebrate with us!

### **IMPORTANT DATES**

- **VBS DATES**
  - **EVENING SESSION: Sunday June 23 – Thursday June 27; 6:15pm-8:30pm**
  - **MORNING SESSION: Monday June 24 – Friday June 28; 9:00am-12:00pm**
- VBS Registration closes at 5:00pm on June 3, 2019.
- VBS Volunteer Work Shop – June 19, 2019; 10:00am-11:00am **or** 6:30pm-7:30pm.
- T-Shirt pick up – June 20-21, 2019 from 10:00am-2:00pm.
- VBS Blessing at all Masses – June 22 and 23, 2019. Wear your VBS shirt!
- Closing Party – Friday June 29 at 12:00pm for both morning and evening participants.



**VBS 2019 Registration Closes for all Participants and Volunteers June 3, 2019 ~ No Exceptions!**



**Recommended Music CD**  
**Cost \$7.00**  
 Yes \_\_\_\_\_ No \_\_\_\_\_

- **When:** Evening Session - June 23 – June 27, 6:15-8:30pm  
 Morning Session – June 24 – June 28, 9:00 am-12:00pm
- **Where:** St. Joseph Catholic Church-Honey Creek  
 25781 Hwy. 46 West, Spring Branch, Texas 78070
- **Who:** 3 year old through 5<sup>th</sup> grade for 2019-2020 school year:  
Must be 3 years old by June 1, 2019  
All participants must be potty-trained.  
No Evening session for 3 and 4 year olds
- **Cost:** \$20 First child - \$15 each additional child - \$50 Maximum Family Fee  
 Financial assistance is available
- **No Cost: Volunteers entering 6<sup>th</sup> grade through Adult (T-shirt provided).**  
**June 19 workshop is required as a condition to volunteer for all youth and adult volunteers.**

**Please return completed form by June 3, 2019. No late registrations will be accepted. Payment must be submitted with forms.**

**Contact:** Sue Torres - 830-980-2268 x 259 / suet@stjhc.church

**Family Information:**

Parent/Guardian Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #1: (circle one) mbl/home/work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 Phone #2: (circle one) mbl/home/work ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_

**Please select your desired session:**

**Morning**

**Evening**

**Emergency Contact for Participant(s):**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

I understand that reasonable precautions will be taken to safeguard the health and well-being of the participants in this VBS and that I will be notified as soon as possible in the event of an emergency. In the case of sickness or an accident, I authorize and consent the VBS Team, or other associated volunteers of the VBS program to obtain medical care from a licensed physician, hospital, or medical clinic for my son/daughter in the event that myself or other legal guardian(s) cannot be reached. I hereby do release and forever discharge this Diocese and Parish from all manners of actions, claims which I or the participants named shall or may have for any reason, arising during my child's attendance of the VBS.

Unless other written instruction is submitted, I also consent to allowing participants on this form to have their image recorded, either by photograph or video, and used during the VBS week or for future advertisement of Parish VBS programs. In addition, photos may be published on church website or in church bulletin. Any other use will require your further consent.

\_\_\_\_\_  
 Parent / Guardian Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date (Month, Day and Year)

**\*\*Must be signed by Legal Guardian; extended family will not be accepted.**

# Participants

**T-Shirt Sizes:**  
 Toddler – 2T, 3T, 4T, 5T, 6T  
 Youth – YXS, YS, YM, YL  
 Adult – S, M, L, XL, 2XL, 3XL

**Kids' Information – 3 year old (by June 1, 2019)\* to 5<sup>th</sup> graders**

| Name<br>(First and Last) | Gender | Birthdate | Grade<br>(2019-2020<br>School Year) | T-Shirt Size<br>(See box for<br>options) | Allergies/Medical Conditions |
|--------------------------|--------|-----------|-------------------------------------|--|------------------------------|
|                          |        |           |                                     |  |                              |
|                          |        |           |                                     |  |                              |
|                          |        |           |                                     |  |                              |
|                          |        |           |                                     |  |                              |
|                          |        |           |                                     |  |                              |
|                          |        |           |                                     |  |                              |
|                          |        |           |                                     |  |                              |

**\*There is no Evening Session for 3 or 4 year olds\***

**Nursery-For Volunteers During Morning Session Only-**If you are volunteering during the morning session and placing a baby (under 3 years old) in the nursery, please complete:

| Name<br>(First and Last) | Gender | Birthdate | Name of Parent<br>Volunteering | Parent's Phone<br>Number | Allergies/Medical<br>Conditions | T-Shirt<br>Size<br>(see box) |
|--------------------------|--------|-----------|--------------------------------|--------------------------|---------------------------------|------------------------------|
|                          |        |           |                                |                          |                                 |                              |
|                          |        |           |                                |                          |                                 |                              |

# Volunteers

**T-Shirt Sizes:**  
 Youth – YXS, YS, YM, YL  
 Adult – AS, AM, AL, AXL, A2XL, A3XL

## Adult Volunteer Information – Ages 18 and up

| Name<br>(First and Last) | Gender | T-Shirt Size<br>(see box) | Please select <u>one</u> of the following areas to volunteer in during the week of VBS and specify which station or age group you prefer.<br>(See the detailed list on back) |                                  |               | Decorating/<br>VBS Set-up<br>(The week before VBS starts<br>June 18-21, 2019) | Closing Crew<br>(Friday only) | Email | Phone Number | Morning or Evening Session |
|--------------------------|--------|---------------------------|--|----------------------------------|---------------|---|-------------------------------|-------|--------------|----------------------------|
|                          |        |                           | Station Volunteer<br>(Specify station)   | Group Volunteer<br>(Specify Age) | I am Flexible |   |                               |       |              |                            |
|                          |        |                           |  |                                  |               |   |                               |       |              |                            |
|                          |        |                           |  |                                  |               |   |                               |       |              |                            |
|                          |        |                           |  |                                  |               |   |                               |       |              |                            |

**\*Emergency Contact for Volunteer(s): Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## Youth Volunteer Information – Grades 6<sup>th</sup>-12<sup>th</sup>

| Name<br>(First and Last) | Gender | Birthdate | T-Shirt Size<br>(see box) | Grade<br>(2019-2020 School Year) | Please select <u>one</u> of the following areas to volunteer in during the week of VBS and specify which station or age group you prefer.<br>(See the detailed list on back) |                                  |            |               | Email | Phone Number | Morning or Evening Session |
|--------------------------|--------|-----------|---------------------------|----------------------------------|--|----------------------------------|------------|---------------|-------|--------------|----------------------------|
|                          |        |           |                           |                                  | Station Volunteer<br>(Specify station)   | Group Volunteer<br>(Specify Age) | Skits Team | I am Flexible |       |              |                            |
|                          |        |           |                           |                                  |  |                                  |            |               |       |              |                            |
|                          |        |           |                           |                                  |  |                                  |            |               |       |              |                            |
|                          |        |           |                           |                                  |  |                                  |            |               |       |              |                            |

**\*Emergency Contact for Volunteer(s): Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## Volunteer Positions and Descriptions

All volunteers arrive at 8:30 a.m. or 5:45 p.m. each day and participate in opening & closing ceremonies – when possible.

### Group Volunteers:

- Participant Groups (3 & 4 years, Kinder & 1<sup>st</sup> grade, 2<sup>nd</sup> & 3<sup>rd</sup> grade, 4<sup>th</sup> & 5<sup>th</sup> grade)

  - Lead their assigned group of children from station to station and assist the children at each station.
  - Keep track of their group's belongings (to include daily Saint Card and/or other VBS items).
  - Keep children safe and focused on the VBS activities/program. Set a good example of behavior.
  - When at each station, the Station Leader is in charge. Please follow the Station Leader's instructions.

- Nursery Group
  - Work with lead to provide childcare for the volunteer's young children, newborn and up.
  - Prepare / obtain activities and snacks for children & provide name tags and a sign-in/out sheet.
  - Help maintain a clean environment in the nursery.

### Station Volunteers:

- Faith Station:
  - Help the lead as needed to include set up and preparation of supplies for the daily lesson plan.
  - Welcome the children, have fun, and smile.
  - Help direct each group of children through the station, help them to stay focused, quiet & prayerful.
- Snack Station:
  - Help the lead as needed to include set up and preparation of snacks/supplies for the daily lesson plan.
  - Welcome the children, have fun, and smile.
  - Help direct each group of children through the station & help them to clean up. Empty water from cups before throwing away.
- Craft Station:
  - Help the lead as needed to include set up and preparation of craft supplies for the daily lesson plan.
  - Welcome the children, have fun, and smile.
  - Help direct each group of children through the station, assist with crafts & help clean up.
- Games Station Assistants:
  - Help the lead as needed to include set up and preparation of game supplies for the daily lesson plan.
  - Welcome the children, have fun, and smile.
  - Help direct each group of children SAFELY through you station, assist with water distribution.

### Skit Team:

- Must be available to meet the week before VBS (June 18-21)
- Help the lead as needed & gather all props & supplies needed to perform the daily skit at opening ceremonies.
- Practice daily skits prior to VBS week and each morning before opening ceremonies.
- Assist with a group or a station during VBS day and help lead closing ceremonies as needed.

### Decorating Team:

- Work with lead to decorate designated areas consistent with the theme the week before VBS (June 18-21).
  - Usual areas include Education Building (entry & hallway & designated walls), St. John & Parish Hall.
- Follow the decorating plan, work within the budget and be available the VBS setup days (June 18-21).
- Additional work days will be held during weekends in June. These days will be used for prop construction.
  - This will take place at the Decorating Team Leader's home in Timberwood Park.

### Closing Crew:

- Help on Friday with setup and cleanup of VBS Closing Party (tents, tables and decorations).
- Relocate crafts to designated area near the Parish Hall
- Cleanup VBS facilities as needed (Parish Hall, St. John Hall, Education Building)