



## CALL FOR VOLUNTEERS

SED HOLIDAY PARTY

DECEMBER 14, 2017

11:30 AM – 2:00 PM



### YOUR ASSISTANCE IS NEEDED FOR:

SET UP ~ Release Time Provided \*

CLEAN UP ~ Release Time Provided \*

50/50 RAFFLE & RAFFLE BASKET TICKET SALES

WORKING FOOD TABLES

IF YOU WISH TO DONATE A BASKET TO BE RAFFLED, CONTACT:

Margaret Fargione at:

[Meg.Fargione@nysed.gov](mailto:Meg.Fargione@nysed.gov)

RELEASE TIME WILL BE PROVIDED AS FOLLOWS:

\*Set up: One hour of Release time is allowed for set-up prior to the event.

\*Clean up: One hour of Release Time is allowed for clean-up after the event.

NOTE: Release time will only be approved with supervisory approval; also, you must sign in (on the day of the event and, at the end of your shift, you must sign out) with James Bercharlie.

Those interested in volunteering; Contact James Bercharlie **ASAP** at:  
[james.bercharlie@nysed.gov](mailto:james.bercharlie@nysed.gov)