

# Kick off the Holiday Season by being a part of our 9th Annual...



***Saint Michael School needs your support! The North Pole Express will be leaving the Newburyport Train Station for its 9th Annual North Pole Express Event on Saturday, December 12, 2015.*** This fundraising endeavor focuses on raising funds for curriculum enhancements and upgrades.

The event is based on the story book, *'Twas The Night Before Christmas*, by Clement Clarke Moore. The event requires coordination of more than 300 dedicated volunteers. All efforts are worth while just to see the children arrive, smiling ear to ear as they are greeted by the train conductors surrounded by the happy and festive atmosphere. The excitement continues as they climb aboard the train which is filled with Christmas caroling, holiday trivia, story telling, cookies and lots of special guests.

## **Be an integral part of this holiday tradition by volunteering.**

Please review the list of volunteer positions to see what interests you and then return the completed form via e-mail to [smsnorthpoleexpress@gmail.com](mailto:smsnorthpoleexpress@gmail.com). Some of the jobs take place prior to the event date and some on the day of the event. Please plan accordingly when choosing what you would like to volunteer for as we rely on your commitment to make an event this large run smoothly.

**For those jobs that take place the day of the event, there are two shifts on Saturday, December 12th. SHIFT ONE includes the first two rides of the day at 11:35am and 1:15pm. SHIFT TWO includes the second two rides of the day at 3:15pm and 5:30pm. You may volunteer for one or both shifts! We ask that train volunteers arrive at least one hour prior to the train departure. Please indicate which shift you would like to be a part of.**

**Please note there will be a MANDATORY TRAINING MEETING for all volunteers. There are two sessions available – you may attend one or both. The sessions are on Thursday, November 12<sup>th</sup> or Wednesday, November 18<sup>th</sup> from 7:00pm to 9:00pm in the Saint Michael School Main Street Atrium.**

Thank you in advance for volunteering for the **NORTH POLE EXPRESS**. Your talent and time does not go unnoticed and without our wonderful volunteers, this event would not be possible.

If you have any questions, please feel free to contact either Michelle Caso Simpson or Debbie Green at [smsnorthpoleexpress@gmail.com](mailto:smsnorthpoleexpress@gmail.com).

# **NORTH POLE EXPRESS VOLUNTEER SIGN-UP**

**Please e-mail back the completed form to [smsnorthpoleexpress@gmail.com](mailto:smsnorthpoleexpress@gmail.com).**

**Mandatory Training Session:** every volunteer must attend one training session – there will be two to choose from  
Thursday, November 12 OR Wednesday, November 18 - 7:00pm to 9:00pm in Saint Michael School Main Street Atrium

Volunteer Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Child's Name / Grade: \_\_\_\_\_

## **Volunteer Positions (Please select a shift if applicable) – volunteer descriptions on attached sheet**

### Pre-Event Volunteers:

- \_\_\_\_\_ Preschool Outreach Team (prior to the event)
- \_\_\_\_\_ Santa's Workshop Decorating Team (prior to the event)
- \_\_\_\_\_ Solicitation Team (prior to the event)

### Decorating Volunteers:

- \_\_\_\_\_ **Shift One – 6:00am to 9:30am**                      \_\_\_\_\_ **Shift Two – 5:15pm to 8:30pm**
- \_\_\_\_\_ Decorating Team (in the morning before the trains depart)
- \_\_\_\_\_ Breakdown Team (after the last train departs)

### On Train Volunteers: Would like to be on the same train car with \_\_\_\_\_

- \_\_\_\_\_ **Shift One – 10:30am to 2:30pm**                      \_\_\_\_\_ **Shift Two – 2:15pm to 6:45pm**
- \_\_\_\_\_ Conductors (on the train)
- \_\_\_\_\_ 'Frosty the Snowman' Character (on the train)
- \_\_\_\_\_ Readers (on the train)
- \_\_\_\_\_ 'Rudolph the Red Nosed Reindeer' Character (on the train)
- \_\_\_\_\_ Servers (on the train)

### Parking Lot Volunteers:

- \_\_\_\_\_ **Shift One – 10:00am to 2:30pm**                      \_\_\_\_\_ **Shift Two – 2:15pm to 6:15pm**
- \_\_\_\_\_ Parking Lot and Platform Team (at the train station)

### Santa's Workshop Volunteers:

- \_\_\_\_\_ **Shift One – 9:45am to 1:45pm**                      \_\_\_\_\_ **Shift Two – 1:30pm to 6:00pm**
- \_\_\_\_\_ Santa's Workshop Characters (at the train station)
- \_\_\_\_\_ Santa's Workshop Personnel (at the train station)

### Platform Entertainment Volunteers:

- \_\_\_\_\_ **Ride One – 9:45am to 11:45am**                      \_\_\_\_\_ **Ride Two – 11:30am to 1:30pm**
- \_\_\_\_\_ **Ride Three – 1:30pm to 3:30pm**                      \_\_\_\_\_ **Ride Four – 3:30pm to 5:45pm**
- \_\_\_\_\_ Carolers (at the train station)