

The Catacombs of St. Pascal 2018

Teen Volunteer General Information

Dates of Operation:

Friday, October 12 th	7:00 – 11:00 P.M
Saturday, October 13 th *	7:00 – 11:00 P.M
Friday, October 19 th	7:00 – 11:00 P.M
Saturday, October 20 th *	7:00 – 11:00 P.M
Sunday, October 21 st	7:00 – 10:00 P.M
Thursday, October 25 th	7:00 – 10:00 P.M
Friday, October 26 th	7:00 – 11:00 P.M
Saturday, October 27 th *	7:00 – 11:00 P.M
Sunday, October 28 th	7:00 – 10:00 P.M

*On each Saturday, after the haunt closes, pizza and pop will be provided for the teen volunteers.

Time:

We will open our doors at 4:30 P.M every day to allow the teen volunteers to come on inside. We will try our best to get you into makeup as quickly as possible. Please be respectful of curfew and our staff's time. Thursday and Sunday's pick up will be approximately 10:30-11:00 P.M. Friday's and Saturday's 11:30P.M. Please make sure you are there to pick up your child on time, as we cannot have them roaming around the streets.

Service Hours:

Service Hours are only granted in thirty minute increments. Keep in mind, unless you speak to Brian Marks, you will not be able to leave early. You must have consent prior to being placed in the tunnel to leave early. Full service hours WILL NOT be granted for those who leave early.

Location:

Each night, we will meet in the Gold Room, located at 6156 West Dakin, just east of Melvina. The entrance is west of the Dakin parking lot behind the school.

What You Need:

This page along with the rule book is yours to keep; the following five (5) pages must be read, filled out, and signed by your parent/guardian. You must also bring a valid 2018-2019 high school ID with you on your first night of volunteering.

***If you do not bring a valid high school ID or ANY of the following forms, you *WILL NOT* be allowed to volunteer until all forms are signed and your high school ID has been checked by a member of our staff. This is for everyone's safety!**

If you or your parents have any questions, please e-mail Liz Skowron at lskowron@catacombshh.com.

PLEASE NOTE: It is your responsibility to bring the proper forms to be filled out for your high school service hours before the end of the run. The deadline for service hour submission requests is November 15th, 2018. Absolutely No exceptions will be given.

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RULES:

- **SOLID BLACK CLOTHING MUST BE WORN WHILE IN THE TUNNEL.** Any clothing with logos on it should be turned inside out. Anyone wearing any inappropriate clothing will be asked to leave.
- Smoking on Saint Pascal's property is strictly prohibited to anyone under the age of 18. Also prohibited is the use of an open flame (lighters, matches, etc.) in the tunnel.

No one under the age of 21 is permitted to consume alcohol on Saint Pascal's property. If you are caught drinking or have alcohol on your breath, you will be removed by security and handed over to the police.

- Inappropriate behavior, such as swearing, lewd language and/or inappropriate touching will not be tolerated. You will be removed from the tunnel dismissed of your services, including revocation of service hours.
- **LEAVE ALL VALUABLES AT HOME.** We do not have a storage facility for your personal belongings. We are not responsible for lost or stolen articles.

For safety reasons, we ask that you do not use your MP3 players, phones, or any other electronic devices while working in the tunnel. If we need to alert you of an emergency, these devices will only make it harder for everyone involved.

- **DO NOT TOUCH THE CUSTOMERS.** It is okay to get in their personal space, but if they become agitated, back off immediately.

If you encounter an altercation or contact of any kind, follow the customer or group at a safe distance and notify an adult volunteer or security and explain what happened. **DO NOT REACT TO OR PROVOKE A CUSTOMER'S WORDS OR ACTIONS.**

- Your parents do not work here; please clean up after yourself.

- Sign-in begins immediately after you are let in. Placement in the tunnel is based on first come, first served basis. We will place you with your friends the best we can. Get there at the sign-in time to get the spot you want.
- Costumes/face paint are encouraged but not required. If you would like to use your own costume, face paint, or mask, please email Liz for permission.

We ask that you keep mask on at all times when you are down in the tunnel. It does get hot at all times, so if you need to take your mask off and rest for a moment, find a spot where the customers may not see you and take a break. If you have additional problems with one of the masks or costumes you are assigned, please inform us immediately and we will try to resolve the situation.

- In case of an emergency evacuation, we will immediately turn the house lights on and make an announcement over the in-house speakers. Members of our staff will escort everyone out of the tunnel and direct you to the flagpole in front of the school entrance. **YOU MUST MEET AT THIS SPOT** as we take a head count to make sure everyone is accounted for.
- Please be careful when you are down in the tunnel. It is understandable that you may get excited, but remember that it is dark down there and, with or without a mask on, it can be hard to see what is in front of you. There are a few low spots as well, so please watch your head. There are pipes running along some of the walls and parts of the ceiling; while they are padded, if you are not careful you can still get hurt.
- Again, we understand that you may get excited while you are working in the tunnel, but be mindful of your surroundings. Do not kick, punch, or otherwise damage any of the walls or props. If you are caught doing voluntary damage to any of our property, you will be removed.

Also, do not touch or adjust any of the lights in the room you are assigned. If something is not working, please inform us and we will take care of the situation.

- Each night there will be a break, usually about halfway through the run. While this is considered a break, **DO NOT LEAVE YOUR SPOT.** Once we finish the water run, we will come right back around to make sure you are in your spots. It is hard enough to stop the flow of the customers- we do not need it to be any harder if we have to stop and search for you.

If you need to use the restroom, **DO NOT LEAVE ON YOUR OWN.** Inform an adult volunteer and we will make sure your spot is covered while you are gone.

- If for any reason you witness an injury to a customer or another volunteer, notify the closest adult volunteer and explain what happened.
- The final rule, and the most important one: **HAVE FUN!** That's why we're all here in the first place.

These rules have been structured to help protect you and give you guidance during your service. Please respect each other and the rules. If you fail to comply with the rules, you will be removed from your service and all service hours worked will be revoked.

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I have read the above rules and understand them. By signing below, I acknowledge that I will abide by these rules.

Teen Volunteer Signature

Date

I acknowledge that my child has read and understands these rules.

Parent/Guardian Signature

Date

(Catacomb use only)

_____ ID Checked

_____ Medical Release Signed

_____ Rules Signed

_____ Permission Slip

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Permission Slip

My son/daughter _____ has my permission to work at the Saint Pascal Haunted House beginning on October 12th through October 28th, 2018. **I am aware that it is my responsibility to drop-off/pick-up my child from Saint Pascal's.**

Pick-up times: Sunday/Thursday – 10:30pm (possibly 11:00pm)

Friday/Saturday – 11:30pm (possibly 12:00am)

If you need to reach us during the run, please feel free to call or text or email Liz at 1-773-414-4900 or lskowron@catacombshh.com

****Parents, please note: Curfew on weekends (Fri/Sat) is 11:00 P.M. Curfew on weekdays (Thurs/Sun) is 10:00 P.M. Children under the age of 17 MUST be picked up; we cannot allow them to walk home unless you provide a written note along with this permission slip.****

Teen's name:

Custodial Parent/Guardian Information:

Name: _____

Address: _____

Phone: _____

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Service Learning Hours

Please check one of the following boxes to indicate how you would like to receive your service hours. You may need to check with your service coordinator or counselor at school in regards to this.

Please make sure to circle only ***ONE*** bullet!

- My school has given me a service hour sheet that I need to have signed off each night I volunteer. This is the only form I need to turn in to my school.
- My school has not given me a service hour sheet, so I need a record of my hours that I have worked each night.
- I do not need/want service hours. I am here for fun!

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Medical Release Form

I/we, the custodial parent/legal guardian of _____ request that Saint Pascal Parish allow my/our teenager to participate as a volunteer for the Saint Pascal Haunted House (effective 10/12/18 through 10/28/18). I/we hereby release and indemnify Saint

Pascal Parish and School, its staff and its volunteers and the Archdiocese of Chicago, a corporation sole, from any and all liability arising from injuries or claims of any kind or nature whatsoever from my/our child's participation in this activity/event. I/we authorize Saint Pascal

Parish to contact my/our doctor and/or emergency services and to send my/our child to an available hospital (properly accompanied) in the event of illness or accident and I/we cannot be contacted.

Teen's Name: _____

Date of Birth: _____ Year in School: _____

Street Address: _____

City, State, Zip Code: _____

Mother's Name: _____

Home Phone: _____ Cell Phone: _____

Father's Name: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact: _____

Relationship: _____ Phone: _____

Doctor's Name: _____

Doctor's Phone: _____

Insurance Carrier/Number: _____

Please state below the nature of any allergies, health problems, disabilities or medications we or a healthcare professional should be aware of:

Signature of Parent/Guardian

Date

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Media Release Form

I hereby authorize my consent to The Catacombs of St. Pascal to have my photo taken and/or have video footage of me filmed for promotional purposes only. The photos and/or videos are property of The Catacombs of St. Pascal's, and only The Catacombs of St. Pascal's.

Teen Volunteer Signature

Date

I acknowledge that my child may be filmed or have their photo taken for promotional use only.

Parent/Guardian Signature

Date