

# ST. ANNE'S HARVEST FESTIVAL SUBSTITUTE REQUEST FORM

Date: \_\_\_\_\_

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

Reason for Requesting a Substitute:

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**Substitute Information:**

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Over 18: yes/no

Over 21: yes/no

**Shift Information:**

Booth	Date	Time

**Required Signatures:**

Requestor: X \_\_\_\_\_

Substitute: X \_\_\_\_\_

Mrs. Herold: X \_\_\_\_\_

***Per the St. Anne's School Handbook:***

*If anyone other than the student's parent or guardian will be working shifts for Harvest Fest, a Substitute Request Form shall be submitted to the principal of the school no later than 10 days prior to the start of Harvest Festival. All substitutes must be a minimum of 18 years old, if scheduled to serve alcoholic beverages, the minimum age is 21.*

*The parent or guardian requesting the use of a substitute to work harvest fest shall be responsible for the substitute completing their scheduled shift. A substitute's failure to complete any shift or portion of the shift shall result in a fine of \$50.00 per hour to the family.*

**ANY ADDITIONAL COMMENTS/REQUESTS OR INFORMATION MAY  
BE LISTED ON BACK**