

## Santa's Workshop

It is that time of the year again! Santa is going to be leaving some items for the students here at St. Emily's to purchase.

If you are Virtus trained and have some time. I would appreciate your help with Set-up, Shopping Days, and Clean up.

The Santa's Workshop will be November 15<sup>th</sup> thru November 18<sup>th</sup> from 8am to 2:45pm each day.

I have attached the times that each class will be shopping.

Please fill out the bottom of this form and return it to me at:

Mrs. Derwin attn. Santa's Workshop  
or to go <https://signup.com/go/drnKBAD> and sign up to help.

If you have any questions, please contact me at [dderwin@comcast.net](mailto:dderwin@comcast.net)  
or call/text me at 224-388-5580

or Mrs. Suzette Apao at [suez.apao@gmail.com](mailto:suez.apao@gmail.com) or 773-780-9396

Thank you,

Mrs. Andrea Derwin and Mrs. Suzette Apao

---

## Santa's Workshop

Name \_\_\_\_\_

Date and Time \_\_\_\_\_

E-mail \_\_\_\_\_

**Monday November 15, 2021**

8:00 AM to 12:00 PM Set Up

**Tuesday November 16, 2021**

**8:00 am to 9:00 am Volunteer Instructions**

9:05 am to 9:50 am Room 6-9 Mrs. Clark

9:30 am to 10:15 am Room 7-21 Mrs. Wittich

10:15 am to 11:00 am Room 2-18 Mrs. Slivka

11:00 am to 11:45 am

11:45 am to 12:30 pm

12:30 pm to 1:15 pm Room 3/20 Mrs. Willing

1:15 pm to 2:00 pm Room KG-14 w/ 8th Grade

**Wednesday November 17, 2021**

**7:45 am to 8:00 am Volunteer Instructions and Restocking**

8:00 am to 8:45 am Rooms 4-11 and 5-15 Ms. Brogmus and Mrs. Buechele

8:45 am to 9:30 am 1/2 of 8th Grade

9:30 am to 10:15 am 1/2 of 8th Grade

10:15 am to 11:00 am Room 6-17 Mrs. Gatta

11:00 am to 11:45 am

11:45 am to 12:30 pm

12:40 pm to 1:25 pm Room KG-10 Mrs. Letica w/ 8th Graders

1:15 pm to 2:00 pm Room 1-12 Mrs. Ewig w/ 8th Graders

**Thursday November 18, 2021**

**7:45 am to 8:00 am Volunteer Instructions and Restocking**

8:00 am to 10:00 am Missed and Make-Up Shopping

10:00 am to 1:00 pm Inventory and Clean-Up

**Friday November 19, 2021**

8:00 am to 9:00 am Merchandise Pick-Up