

VOLUNTEER CENTER / HOLIDAY INFORMATION DESK VOLUNTEERS

<u>VOLUNTEER CENTER / HOLIDAY INFO DESK DETAILS</u>	<u>HOW TO SIGN UP</u>
<p>The Volunteer Center / Holiday Information Desk is the central hub for communicating with volunteers during the Holiday Program. The Desk is staffed by volunteers who perform a variety of duties including but not limited to: answering questions, providing information, answering phones, responding to e-mail inquiries, and sorting / opening / responding to mail.</p> <p>Since this volunteering opportunity requires training, we ask each volunteer to select a regular day / time combination (e.g., Tuesdays, from 2:30 to 4:30 p.m.), and sign up for at least four shifts.</p> <p>Volunteering for the Volunteer Center / Holiday Information Desk is limited to adults (age 18 and over).</p> <p>Volunteers are needed to staff the desk from October 20 through December 23.</p> <p>The Volunteer Center / Holiday Information Desk is located at 1511 S. Claremont Street (near 16th Avenue), San Mateo, CA 94402.</p>	<p>Step 1: Simply fill out the contact information section below and then circle the dates and indicate the shift(s) that you would like to work. Please note the limits set on the total number of volunteers needed per shift.</p> <p>Step 2: Return your completed form to Samaritan House: By mail: 1511 S. Claremont St., San Mateo, CA 94402 By fax: (650) 341-0526 By e-mail: HolidayVolunteers@samaritanhouse.com</p> <p>Step 3: You will receive a response by email or phone shortly after we receive your form.</p>

Name: _____ Phone: _____

Group Name _____ E-mail _____
 (if applicable): _____ Address: _____

Number of adult volunteers: _____ Address: _____

City: _____ Zip: _____

DAYS/DATES	9:30 am – 12 Noon (# of volunteers needed)	12 Noon – 2:30 pm (# of volunteers needed)	2:30 pm – 4:30 pm (# of volunteers needed)
October (circle date[s]...and shift[s])			
Monday(s) 26		(1)	(1)
Tuesday(s) 27	(1)	(2)	(2)
Wednesday(s) 28	(2)	(1)	(1)
Thursday(s) 29	(1)		(2)
Friday(s) 30	(1)	(2)	(2)
November (circle date[s]...and shift[s])			
Monday(s) 2 9 16 23 30		(1)	(1)
Tuesday(s) 3 10 17 24	(1)	(2)	(2)
Wednesday(s) 4 11 18 25	(2)	(1)	(1)
Thursday(s) 5 12 19	(1)		(2)
Friday(s) 6 13 20	(1)	(2)	(2)
December (circle date[s]...and shift[s])			
Monday(s) 7 14 21		(1)	(1)
Tuesday(s) 1 8 15 22	(1)	(2)	(2)
Wednesday(s) 2 9 16 23	(2)	(1)	(1)
Thursday(s) 3 10 17	(1)		(2)
Friday(s) 4 11 18	(1)	(2)	(2)

Shaded shifts are not available.