

HOLIDAY INFORMATION DESK VOLUNTEERS

<u>HOLIDAY INFORMATION DESK DETAILS</u>	<u>HOW TO SIGN UP</u>
<p>The Holiday Information Desk is the central hub for communicating during the Holiday Program. The Desk is staffed by volunteers who perform a variety of duties including but not limited to: answering phones, providing information, responding to e-mail inquiries, and sorting / opening / responding to mail.</p> <p>Because this volunteering opportunity requires training, <u>we ask each volunteer to select a regular day / time combination (e.g., Tuesdays, from 9 a.m. to 1 p.m.), and sign up for four or more consecutive weekly shifts.</u></p> <p>Volunteering at the Holiday Information Desk is limited to adults (age 18 and over).</p> <p>Volunteers are needed to staff the Holiday Information Desk from late October to the New Year.</p> <p>The Holiday Information Desk is located on the 3rd floor at Samaritan House Headquarters, 4031 Pacific Blvd. (at 42nd Avenue), San Mateo 94403.</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. (We may be able to adjust the start and/or end time(s) of your shift to match your schedule; please indicate the desired change.)</p> <p>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: 4031 Pacific Blvd., San Mateo, CA 94403 By fax: (650) 341-0526 By e-mail: info@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 (if applicable): _____ **E-mail Address:** _____

Number of adult volunteers: _____ **Address:** _____

City: _____ **Zip:** _____

DAYS/DATES	* 9:00 am – 1:00 pm * (# of volunteers needed)	* 1:00 pm – 5:00 pm * (# of volunteers needed)
October (circle date[s]...and indicate shift[s])		
Monday(s) 24 31	2	1
Tuesday(s) 25	1	1
Wednesday(s) 26	1	1
Thursday(s) 27		2
Friday(s) 28	1	1
November (circle date[s]...and indicate shift[s])		
Monday(s) 7 14 21 28	2	1
Tuesday(s) 1 8 15 22 29	1	1
Wednesday(s) 2 9 16 23 30	1	1
Thursday(s) 3 10 17		2
Friday(s) 4 11 18	1	1
December (circle date[s]...and indicate shift[s])		
Monday(s) 5 12 19	2	1
Tuesday(s) 6 13 20 27	1	1
Wednesday(s) 7 14 21 28	1	1
Thursday(s) 1 8 15 22 29		2
Friday(s) 2 9 16 23 30	1	1

* **NOTE:** We may be able to adjust the start or end time of your shift to match your schedule.
Please indicate desired change. *