

Feed the Need Volunteer Information Sheet:

Thank you for volunteering to help “Feed the Need” in Novi. Without your help, we could not help this community of children! This communication will help you to understand what to expect during your volunteer time. If you have any questions, please reply at feedtheneednovi@gmail.com or call/text/voicemail - 248-667-8007.

- Visit the Volunteer Sign Up Genius site to complete the volunteer questionnaire, criminal background check authorization, select locations and provide availability to volunteer. **You will get a confirmation email if you are cleared to volunteer.**
- **Return forms:**
 - **By Email:** feedtheneednovi@gmail.com
 - **By Fax:** 313-584-7455
 - **In Person:** Drop off at Novi Public Library main desk during library hours for Tia Marie Sanders.
 - **By Mail:** Bruce Hinkle c/o Feed the Need - 7621 Barrie, Dearborn, MI 48126.
- **Arrival: Volunteers are requested to arrive at Orchard Hills Elem. School, by 10:30 am to check in.** Tia Marie Sanders, the program coordinator, will provide a daily briefing, you will be assigned a task or station. Attached are the volunteer duties description. You will receive a badge that must be worn at all times during your service.
- **Time Frame:**
 - 10:30 am to 1:15 pm - Lunch Only Days at Orchard Hills or a Satellite location (Monday thru Friday)
 - 10:30 am to 1:15 pm - Lunch, Tutor, Program Days (Tuesday, Wednesday, Thursday)
 - 9:30 am to 2:30 pm - Field Trip Days (Some Wednesdays)
 - 8:30 am to 10:30 am - If you are picking up items for satellite locations (Monday through Friday)
- **Volunteer Comfort:** Bottle water and a small snack will be provided for the volunteers.
- **Volunteer Backup:** We will have “floaters” who can step into your station at Orchard Hills if you need a break.
- **Communication:** Please let us know if we can make your volunteer experience better. Each volunteer assignment has a description of duties that will be at most stations and online. Each satellite location will have an information binder. The **HELP DESK** is also a resource for information and concerns. The daily briefing is an opportunity to ask questions. There is a volunteer feedback form available at the help desk. You can also send an email or voice message to 248-667-8007.
- **Safety/Emergency:** We expect to have emergency personal standing by if needed. We also have procedures in the station and Help Desk binders for review at all times.
- **There will be several areas that require volunteers.** We will refer to those areas as stations. The following will give you a sense of the responsibilities and timing. Please keep in mind both may be adjusted as we move through the summer and needs change to accommodate the children.
- **Welcome/Help Desk:** Time 10:30 am -11:00 am Orchard Hills Elementary School, 41900 Quince St, Novi, MI 48375
 - Volunteer check in, badge pick up, assignment, daily briefing, preparing for satellite locations- may load lunches, set up crafts, games, etc.
 - Student check in at 11:00 and provide wrist bands.
- **Stations/Tables:** Time 11:00 am to 11:30 – (Orchard Hills Elementary School)
 - Volunteers will begin to work on crafts, games, activities with students at various stations they are assigned.
 - We anticipate having 3 – 4 craft tables with activities like small crafts, simple hands on projects.
 - Games/activities- Indoor/outdoor.
- **Lunch:** Time 11:30 am to 12:00 pm (Orchard Hills Elementary School)
 - The Novi Public Schools Food Service Dept. will prepare the lunches.
 - Volunteers will help to direct students to pick out food items. Clean up during and after lunch.
 - For now, we only provide food for the children.
- **Program/Event/Performer Care:** Time 12:00 to 1:00 pm (Orchard Hills Elementary School)
 - Programs may be held indoors in the cafeteria, library, or gym. Outdoor programs will take place on the playground. The weekly schedule of events will be provided and online.
 - Volunteers will monitor students during programs to make sure they are in the designated areas, directing to restrooms, or in and around the school to move to each station.
- **Satellite locations-** Volunteers will:
 - Each week online- select a location they will service using **SIGN UP GENIUS**.
 - 10:30 am- Meet at Orchard Hills by 10:30 for briefing, pick up lunches and beverages, location binder and supplies.
 - 11:00 -11:30 - Head to location and set up tent, table, and lunches.
 - 11:30 to 12:30 – Distribute lunches- pack up and return to Orchard Hills. Leave table and tent in storage at location.