

Volunteer groups provide creativity, fun, and diversion for our families through age-appropriate crafts, entertainment, and educational opportunities.

Thank you for your interest in volunteering. Please carefully read the following:

Volunteer Groups

- Size—a minimum of 2 and up to 6 volunteers. The number of volunteers is dictated by the activity.
- Age—at least 13 years old, with one adult present to supervise if your group includes anyone under 18. Note, volunteers age 13-18 must have had chicken pox or been vaccinated for chicken pox.

<u>Timing</u>

- Activities are scheduled Monday-Friday in the House A Dining Room from **4:30-5:30 pm**.
- Volunteers should arrive to set up around 4:00 depending on the activity and stay after until the space is clean and returned to its original condition.

Planning Your Activity

- Most children participating fall in the preschool to grade school age group.
- Some groups provide music, magic, dance, science, or theater performances.
- We also welcome craft activities (you plan and provide all supplies) with the following stipulations:
 - **Plan for up to 20 children**, making sure all supplies are non-toxic and intended for kids.
 - Select art supplies labeled for use by children up to age 12. No unlabeled supplies, please.
 - \circ $\:$ If you use glue guns, please keep them on a low temperature setting.
 - Our list of banned supplies includes glitter, latex balloons, soil, cut flowers or potted plants, leaves, food ingredients, anything labeled with caution or warning, anything solvent-based such as oil-based paints, toxic glues, acids, alkalis, bleach, corrosives, heavy metals, anything in a pressurized can, or products that produce airborne dust. If you aren't sure your supplies are safe to use here, please check with Marla at 206-838-0621 or marla@rmhcseattle.org

Activity Procedures Step-by-Step

- 1. Make sure your team is healthy with no symptoms of illness.
- 2. All volunteers sign in at the Front Desk and staff will escort you to the Dining Room.
- 3. Set up your activity in the Dining Room with protective table coverings if needed.
- 4. Start by 4:30 pm and finish around 5:30 pm.
- 5. After, please restore your area of the dining room to the condition it was in when you arrived.
- 6. Sanitize any tables used with the DZ-7 spray and paper towels.
- 7. Please take all your supplies and equipment with you, leaving nothing in the Dining Room.
- 8. To donate any leftover craft supplies, please leave them at the Front Desk.
- 9. Sign out at the Front Desk and take a pink copy of the form for your records.

Important Reminders

- Any photos you take must be limited to your group—please do not include our children or their families.
- For support while you are in the Dining Room, dial 638 on the House Phone.
- Last minute cancellation? Call Marla at 206-838-0621 and leave a message at 206-838-0638.
- All volunteers on your team, please review our **Volunteer Guidelines** (separate document), paying close attention to health and safety requirements.