

Thank you for volunteering with our Holiday Basket program! Most questions you may have can probably be answered here in this detailed description of the various volunteer tasks.

Otherwise, if your activity involves scheduling know that we will be emailing you soon. If you have any questions please don't hesitate to call the Holiday Basket Hotline (612) 822-7946 #207. Thank you for volunteering and from all of us at The Aliveness Project we wish you a beautiful holiday season!

DETAILS of various volunteer tasks:

COOKIES can be decorated in any tasteful manner appropriate to the variety of end of year/winter holidays. Make whatever cookies/ other treats are special to your family at this time of year. Cookies are **preferred back to AP between Mon. Dec 17 and Wed. Dec. 19.** We don't want them earlier than this date as we have no freezer space to keep them fresh. Cookies should be bagged by the dozen and may be mixed and matched for variety in your home kitchen. If you happen to do any diet or allergy specific baking, please feel free to indicate "gluten free, contains peanuts, etc.", but this is certainly not required. Please remember to sign the "cookie book" when you drop off your cookies.

Hours for cookie drop off are as follows: Fri. Dec. 17 – Tues. Dec. 21 9 AM - 7 PM weekdays / 11 AM – 1 PM the weekend of Dec. 15 & 16. (We do **not** plan to be open the weekend of Dec. 22 & 23. Follow our facebook postings for updates about open hours.)

Special note about cookies. We use about 90% of your cookies for our delivery on Christmas Eve and when members pick up their own baskets two days prior. Should you happen to be baking early we can use a smaller number of cookies for our Greater Minnesota baskets and our early delivery day, Dec 14 (new this year). If you are not able to bake for the regular time frame, and instead are planning to bake early you may drop them off 9 AM- 7 PM Tues. Dec 11- Thurs. Dec. 13. If you are choosing to drop off *early*, please leave a message on the Holiday Basket Hotline: (612) 822-7946 ext. 207. Please tell us approximately how many dozen you think you'll be baking, and please sign the cookie book when you drop them off. Thanks!

LEADERSHIP ROLES:

Our leadership roles are intense and exhilarating whirlwinds of fun! The roles have their own specific tasks but they often overlap as we work very collaboratively. In most roles volunteers should be able to move in crowded environments and be able to lift 20 pounds, but we can attempt to accommodate those for whom that may prove difficult. Most volunteers spend 4-15 hours a week between Mon. Nov. 19 and Fri. Dec. 21 in their roles. Leaders are also very welcome to help out the week of Dec. 24-28 if interested and available. Some volunteer leaders chose more than one role while others specialize. Note trainings for Holiday Basket Leadership roles are Wed., Nov 14 4 PM- 5:30, or Mon. Nov 19 at 6 PM- 7:30. Please RSVP to the Holiday Basket Hotline (612) 822-7946 ext 207.

Greeters: Greeters work as volunteer coordinator assistants. They greet and supervise volunteer wrappers during morning, afternoon and evening wrapping shifts. Greeters prepare for their group by learning what is to be wrapped, putting out decorative paper & scissors, and setting a festive mood. They collect the name and address of each wrapper and ensure the wrappers label our gifts correctly. They also assist the Catcher in greeting donors/adopters bringing in cookies, stockings, or adoptions. Greeters should be welcoming, cheerful, and able to engage volunteers over a two-three hour time period.

Fillers: Fillers are like holiday elves. They fill baskets from our stockrooms, hand-selecting clothes and other gifts for each individual utilizing a wish list pertaining to each individual listing their clothing sizes, hobbies, winter needs, etc. You may fill for adults, or families with children based on your knowledge of dispersing presents. Fillers are often those who "like to shop" and be creative when gift-giving. Ability to focus in a busy environment allows one to enjoy this fun position.

Catchers: Catchers are quite the multitaskers. Depending on the moment's greatest need catchers may organize supply rooms or working spaces, place adopted baskets or other needed roles. They are rockstars! However, their primary role relates to their name. As cookies, stockings, and adopted baskets come in to our building catchers greet and thank the donor (if the greeter is not available), see that they sign the cookie/stocking book or write down the adoption on the door, and place the items as needed. With a smile they "catch" everything that comes their way. This person should be energetic, welcoming, creative, and have good attention to detail. Sometimes this role involves some crawling, reaching, and other creative maneuvering in our crowded basket room.

ERRAND DRIVERS We use errand drivers to bring pick-up donations for Holiday Baskets. Using your own vehicle, we send you to collect items as needed. We can provide reimbursement for gas on a per mileage basis (if requested and paperwork completed). Errand drivers are on call. If there are any particular dates, times when drivers should NOT be called, please leave a message on the Holiday Basket Hotline: (612) 822-7946 ext. 207 (i.e., works night shift, please don't call before noon, etc.). Please note this task is different than our delivery drivers of holiday baskets.

FOOD or ITEM DRIVE Organize a FOOD or ITEM drive to benefit us during Holiday Baskets. Food drives of non-perishable food items will be utilized primarily by our food shelf during this busy time. Item drives will help to fill our Holiday Baskets directly. We encourage you to organize a drive at your school, workplace, community group, faith community, etc. The sooner you hold the drive, the better for us. We prefer to have the items by Wed. Dec 12 so that we may have time to place them into the baskets. All items *must be unused!* Items we need the most include warm hats & mittens, small household items like mixers, pots & pans, silverware, towels, popular new books, DVD's, or games, etc. and ANYTHING a teenager would enjoy, *especially gift cards or anything electronic.*

HANUKKAH DELIVERY There are VERY FEW Hanukkah baskets this year. They will be delivered the morning of Friday, Dec. 7. We only had need for two drivers, and are not scheduling any more drivers at this point. However, we will take people's names on an on-call basis. Please consider either errand driving or delivery driving, or, of course our biggest need is **adopting baskets.**

CHRISTMAS DELIVERY Regular delivery baskets (i.e.: NOT Hanukkah, FedEx, or Pick Up) will be delivered the morning/ early afternoon of Mon., Dec. 24, Christmas Eve. New this year, we are offering an alternate delivery date of mid afternoon Fri. Dec 14. Please choose to volunteer for one, or the other, but not both. Drivers should anticipate receiving 2 baskets to deliver in the geography you have specified. The whole endeavor should take you about 2 hours, but you will NOT be needed for the full shift. Please indicate approximately what time on the half hour you would prefer to start. This will be confirmed via phone call on approximately Fri. Dec. 21 or Thurs. Dec. 13 for the early delivery.

STOCKINGS can be decorated in any tasteful manner appropriate to the variety of end of year/winter holidays. Stockings are **preferred by Wed. Dec. 19.** Stockings should be large enough to fit about three large oranges. A very simple stocking pattern is available on our website <http://www.aliveness.org/sites/default/files/Stocking%20Pattern.pdf> NOTE: This prints on 8 x 14 paper. You are also welcome to create your own design. Please include a loop for hanging. Please remember to sign the stocking book when you drop off your donation.

QUILTS/AFGHANS/THROWS many volunteers are crafters who share their loving skills with us. Little helps someone through a cold Minnesota winter like a homemade blanket of some sort. We do

appreciate whatever you will create, but know that we have more adults than children. Therefore we would prefer more “mature” patterns or colors contrasted to juvenile ones.

SOLICITING IN-KIND DONATIONS Do you have a lead on crates full of sporting equipment? Men’s sweaters? Warm socks? Craft kits? Binders full of...gift cards? If you or yours have any connections to items we can place in Holiday Baskets? Almost any kind of new item in almost any quantity is welcome.

WRAPPING PRESENTS We will do substantially less wrapping at our location this year due to space constraints and increased numbers of adopted baskets. However, we are still doing some, and will do our best to accommodate you. **INDIVIDUALS:** If you are signing up yourself or as a pair we will schedule you in to one of our community wrap times. We will try to ensure that everyone who wants to wrap has at least one opportunity. After that, you may add yourself to our “on-call wrap list” if you would kindly like to volunteer more. **SMALL GROUPS:** If you have a small group of about 6-8 people we will schedule you in to a day or evening time slot. About 4 people fit around the table well, but we will work to accommodate your group. (If your group is slightly larger, there may be other tasks in addition to wrapping.) Weeknights are most popular, and we do not anticipate wrapping on weekends. Generally our wrap times are two or possibly three hour shifts between 10 AM- 7 PM, except Fridays when we close early. If you would like to join us for a meal, please let us know in advance by please leaving a message on the Holiday Basket Hotline: (612) 822-7946 ext. 207.

SPECIAL EVENTS volunteers help at various tabling events and parties throughout the season. They are engaging to those who pass by, to ensure they know about The Aliveness Project and Holiday Baskets. Activities may include concerts, holiday craft or school fairs, World AIDS Day events, etc. This person should be outgoing, punctual, friendly and possibly able to transport tabling materials.