

Novi Rotary Foundation's Program Feed the Need Volunteer Information Sheet:

Thank you for volunteering to help us at "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 www.feedtheneednovi.org website to complete the volunteer questionnaire and criminal background check authorization. You will also see the duties listed. **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 Village Oaks Elem. School, by 11:00 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 always during your service.
- **Time Frames:**
 - 11:00 am to 1:45 pm - Lunch Only Days at Village Oaks or a Satellite location (Monday thru Friday)**
 - 11:00 am to 1:45 pm - Lunch, Tutor, Program Days (Tuesday, Wednesday, Thursday)**
 - 9:30 am to 3:00 pm - Field Trip Days (Some Wednesdays) and Health Fair Day.**
 - 11:00 am to 11:30 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. You can bring your own lunch if you like.
- **Volunteer Backup:** We will have "floaters" who can step into your station at Village Oaks 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 personnel standing by if needed. We also have procedures in the station and Help Desk binders for review always.
- **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 11:30 am -12:00 am Village Oaks Elementary School, 23333 Willowbrook, 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 starts at 11:30 am and provide wrist bands.
- **Stations/Tables:** Time 11:30 am to 12:30 pm – (Village Oaks 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 12:00 pm to 12:30 pm (Village Oaks Elementary School)
 - Lunches are prepared by the Novi Public Schools Food Service Dept.
 - 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 12:30 pm to 1:30 pm (Village Oaks Elementary School)
 - Programs may be held indoors in the cafeteria, library, activity room 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 signupgenius.com.
 - 11:00 am- Meet at Village Oaks by 11:00 for briefing, pick up lunches and beverages, location binder and supplies.
 - 11:00 -11:30 - Head to satellite location and set up table, and lunches.
 - 11:30 to 12:30 – Distribute lunches- pack up and return to Village Oaks. Leave table and tent in storage at location if applicable.