

CAPITAL REGION FOOD PROGRAM

Dear Friend:

Preparations are well underway for the Capital Region Food Program's 2016 Holiday Food Basket Project. This year marks the **43rd annual** HFBP. As in the past, we anticipate assembling, packing, and delivering over 4800 boxes of food to nearly 7500 economically and physically challenged individuals in the Greater Concord Area.

Volunteers are integral to our project. We are in the process of planning and scheduling our volunteer efforts and hope that you will join us in this valuable program. Hours of operation at the NH Army National Guard Armory on Pembroke Road in Concord will be from 9:00 am to 5:00 pm with volunteers scheduled in 2-hour shifts (with an a 5:00 – 7:00 pm shift on 12/16 & 12/17 for sorting and packing and 12/22 for pickup). Volunteers will be scheduled on a first come, first serve basis and will receive a **confirmation e-mail one week prior to the start of the project. You must check your email and reconfirm you will be volunteering during the scheduled time.** There will be several tasks going on simultaneously during each workday and the task assigned you will be at the discretion of the floor captain.

While we appreciate and encourage families to participate together, please know that in order to safely participate, children must be at least 8 years old and all children must be supervised by their parent or designee during their volunteer shift.

Please **CIRCLE the date** and indicate the 2-hour time shift that you are able to commit to this year. We ask you to include **1st, 2nd and 3rd** choices that will assist in the scheduling process. Please return the completed form **BY NOVEMBER 30TH** by US mail, email or via our website:

MAIL: Maria Manus Painchaud, 57 Auburn Street, Concord, NH 03301

EMAIL: volunteer@capitalregionfoodprogram.org **Website Online:** www.capitalregionfoodprogram.org

(PLEASE NOTE: Late submittals may result in not being scheduled for requested time, but being assigned to a shift that is low on volunteers): **Dec 23-26 schedule in 1 hour increments (you can schedule 1, 2, 3, or more hours)**

| DATE | SHIFTS AVAILABLE TO WORK (ID 1 st , 2 nd , 3 rd Choice) | | | | | | |
|---|--|------------|-----------|-----------|-----------|-------|---------|
| | 9:00-11:00 | 11:00-1:00 | 1:00-3:00 | 3:00-5:00 | 5:00-7:00 | OTHER | ANYTIME |
| Fri, Dec 16 – Make Boxes, Sort Food, prep for Standards | | | | | | | |
| Sat, Dec 17 - Pack & Palletize, Bulk Breakdown, Start Pack | | | | | | | |
| Mon, Dec 19 - Pack Standard Boxes, Bulk Breakdown | | | | | | | |
| Tues, Dec 20 – Palletize, Pack Custom Boxes, Wrap baby food | | | | | | | |
| Wed, Dec 21 – Pack, Final Checks, Distribution Setup | | | | | | | |
| Thurs, Dec 22 - Satellite/Recipient PickUp | | | | | | | |
| Fri, Dec 23 - Drive & Deliver (by hour) | | | | | | | |
| Sat, Dec 24 – Emergencies (by hour) | | | | | | | |
| Mon, Dec 26 - Clean Up (by hour) | | | | | | | |

*All volunteers under 18 **MUST** be accompanied by an adult. ****E-MAIL WILL BE PRIMARY MODE OF CONTACT.**

*VOLUNTEER NAME: _____ (List age if under 18 years old) _____

ADDRESS: _____

**E-MAIL ADDRESS: _____

PHONE: _____ BEST TIME TO CALL: _____

NOTE: NO GROUPS LARGER THAN FIVE (5) CAN BE ACCOMMODATED AT ANY ONE TIME!

(Use a separate sheet for each volunteer in the group)

As a volunteer, I (my heirs, assigns, et al) hold harmless, waive, and release the Capital Region Food Program for injuries or damages of any kind suffered as a result of participating in this Capital Region Food Program activity.