Volunteer Duties

Day of Giving Event

Prior to event start time:
- Prepare the Coats
  - Bring in boxes *(Use box cutters to open boxes on the end, DO NOT puncture coats through boxes)* – store box cutters securely after using
  - Unpack and place coats on tables specific to gender and size; model set-up of mock table (refer to pg. 8 of toolkit)
  - Hang a sizing sign with the corresponding coat size and gender, keeping visibility in mind – printable size signs available on Partner Portal
  - Store extra boxed coats under the table, or otherwise out of the way, until needed to replenish tables

During the event:
- Volunteers behind tables to help replenish coats
- Volunteers will oversee flow and make sure coats are properly fitting children. Children should be able to comfortably raise their arms to eye level and overhead; always zip the coat to ensure fit
- Volunteers to help children write their name in the coat on interior label with marker at name station
- Late delivery coat data (if applicable) – write name, grade, size and contact info for children who do not receive a coat due to depleted inventory or absences

After the event:
- Return space to pre-event condition
- Dispose of size signs and trash (place cardboard in area for recycling pickup)
- If needed, send late delivery coat data information to OW team. Plan to contact beneficiary organization when coats arrive
- Re-box remaining coats
  - Label which gender/size on boxes
## Sample Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00am</td>
<td>Arrival</td>
</tr>
<tr>
<td>9:15am</td>
<td>Unpack coats and set-up</td>
</tr>
<tr>
<td>9:45am</td>
<td>Welcome/thank you</td>
</tr>
<tr>
<td>10:00am</td>
<td>Giving begins</td>
</tr>
<tr>
<td>11:00am</td>
<td>Giving ends</td>
</tr>
<tr>
<td>11:00 – 11:30am</td>
<td>Volunteers repack remaining coats and return event space to original condition</td>
</tr>
</tbody>
</table>

*This schedule serves as an example. Timing is subject to change based on start time and number of children served. Factor in 10 minutes per 25 children*