



UCAP/SHEPHERD'S COVE/ACTIVITY CALENDAR GUIDELINES

Volunteer Guidelines:

1. Orientation and documentation must be completed one (1) month prior to event schedule date. Same type of activity may only be scheduled once per month.
2. We can only allow up to 10 people in your group/organization. Names of all individuals with waiver signatures **must** be submitted **one week** prior to event.
3. Volunteer Applications will be requested for all volunteers.
4. We expect that **ONLY** you/your organization will be onsite for your scheduled event and time. If you are unable to keep your appointment, please call to cancel. Please **DO NOT** subcontract with another organization to show up in your place.
5. A sign-Up sheet and event poster is a good way to get participation. Please provide at least **1 week** prior to the date of your event (meal servings are excluded). Send to dellison@ucappgc.org and jbarlow@ucappgc.org.
6. **DO NOT** open or hold doors open for individuals of your group/organization, residents or strangers to enter the facility. All persons entering the building must be confirmed by staff member or the Resident Advisor on-duty.
7. **Pictures, cameras or camcorders are NOT allowed** in the facility without approval.
8. Offsite activities can be arranged one (1) month prior to event. Transportation must be provided by group/organization/individual holding event. If event is during the time of breakfast, lunch or dinner. A meal must be served. When arriving at the shelter:
9. Come to front entrance of United Communities Against Poverty (UCAP) and ring the doorbell and identify each person by name and the group/organization/individual to the Resident Advisor (RA) on-site. The RA can assist you by letting the residents know your event/transportation is on-site.
10. If your event includes giving residents a gift it must be approved by the Volunteer Service Manager prior to your event.

Activity Guidelines:

1. Because of the many different denominations all religious activities such as prayer, scripture reading or bible study **CAN NOT** be conducted in the cafeteria. These events must be schedule with Volunteer Service Manager prior to the event.
2. Please be respectful and limit your activity to the time you are provided. This includes **set-up and break down** of your event. Keep in mind that there may be another group/organizations scheduled after you and their time is also valuable to UCAP.
3. Contact the Volunteer Service Manager the **day before** your event (If possible) for an estimate on your sign-up sheet. **All evening activities are scheduled at 7:00 p.m. and must end promptly at 8 p.m.**
4. If you are running **late** for your event please contact the Resident Advisor (RA) on-site at 301-322-5700 ext. 167. If you are more than **15 minutes late** for your event it will be canceled due to limitation of allot event time.

5. If you rearrange tables and/or chairs for your event, please put them back in their original order and set trash outside of door.

Meal Guidelines:

1. If you are running late for your event please contact the Resident Advisor (RA) on-site at 301-322-5700 ext. 167 as soon as possible. If RA does not receive a call he or she will begin preparations for meal serving and your event will be canceled.
2. All meals must contain a vegetable, protein, grain, fruit and dairy.
3. Meal providers **must** cook all food items that require the use of heat in the shelter kitchen. This includes, but is not limited to pastas, meats, vegetables and deserts. Food may be purchased from a corporate restaurant such as: chicken from Kentucky Fried Chicken, Popeye's, etc. Exception would be if group/organization/individual has a food handling license pre-cooked food can be brought into the kitchen with Volunteer Service Managers approval and copy of license.
4. If use of the kitchen is needed group/organization/individual will need orientation with the kitchen staff on "How to use equipment" prior to your event date.
5. It is the group/organization/individuals responsibility to **clean up** the kitchen after your event. During your event our residents are not responsible to assist with cleaning of the kitchen.
6. **Meal Times & Count:**
 - a. 7:30 am until 8:30 am Breakfast count is 90
 - b. 12:30 pm until 1:30 pm Lunch count is 90
 - c. 5:30 pm until 6:30 pm Dinner count is 100
7. At this time the kitchen **CAN NOT** accept left over food.
8. Children are **NOT** allowed in the kitchen. All volunteers under the age of 18 must be approved by the Volunteer Service Manager **PRIOR** to your event. Hair nets, gloves, aprons, plates, napkins and utensils are **solely the responsibility** of the group/organization/individual serving.
9. A \$70.00 charge is required for the use of the fryer.

Donation Guidelines:

1. Donations are not accepted in the evenings (after 5:30 pm Monday-Friday) or weekends. Please contact the Donation Coordinator by calling 301-322-5700 ext. 101 to get days and hours of acceptance.

I have read and agree to follow the activity calendar guidelines. Violation of guidelines can result in group/organization/individual(s) being asked to discontinue volunteer services.

Signature

Date