Volunteer Schedule for 2008 MEND Christmas Program

10641 San Fernando Rd. Pacoima, CA 91331 818-896-0246 www.mendpoverty.org

1. Recipient Registration
(Computer data entry skills required)

October 1 - October 3	8:30 - 1:00 & 3:00-5:30
Saturday, October 4	8:30 - 12:00 & 1:00-4:00
October 6, 7, 9, 10	8:30 - 1:00 & 3:00-5:30
Saturday, October 11	8:30 - 1:00 ONLY
October 13, 14, 16, 178:30 - 1:00 & 3:00-5:30	
Saturday, October 18	8:30 - 1:00 ONLY

2. Home Visiting Package Assembly Wednesday, October 29th 9:00 am – 3:00 pm

3. Super Saturday Home Visiting Saturday, November 1st and November 8th 8:30 am - 3:00 pm
Teams of volunteers visit registered families in their home to assess their need for Christmas

4. Computer Data Entry November 3 - November 19 ; December 1 - December 5 days/times vary

5. Food Sorting/Packing **Dec 6 through Dec 17**

Schedule:		
	Sat Dec 6	1:00 - 4:00 pm
	Sun Dec 7	1:00 - 4:00 pm
	Tues Dec 9	5:00 - 8:00 pm
	Wed Dec 10	5:00 - 8:00 pm
	Thurs Dec 11	5:00 - 8:00 pm
	Saturday Dec 13	1:00 - 4:00 pm
	Mon Dec 15	5:00 - 8:00 pm
	Tues Dec 16	1:00 - 4:00 pm
	Wed Dec 17	5:00 – 8:00 pm

6. Toy Set-up/Sorting **Dec 4 through 15**

Schedule:		
	Thur Dec 4	5:00 – 8:00 pm
	Tues Dec 9	5:00 - 8:00 pm
	Wed Dec 10	5:00 – 8:00 pm
	Thur Dec 11	5:00 – 8 :00 pm
	Mon Dec 15	10:00 am - 1:00 pm

7. Toy & Basket Distribution at MEND **December 17 – 21 9:00 - 12:30 AND 1:30 - 5:00**
(Volunteers need to arrive at 8:45 to register)

8. Toy Clean up and inventory **December 22 9:00 - 1:00 AND 2:00 – 5:00**

9. MEND Clean-up /Last minute Troubleshooting **December 22-23 9:00 - 4:00**

Revised 8/21/08