

Volunteer Schedule for 2009 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 2	2:00-5:30
Saturday, October 3	8:30 -4:00
October 6, 7, 8, 9	2:00-5:30
Saturday, October 10	8:30 – 4:00
October 13, 14	2:00-5:30

2. **Home Visiting Package Assembly** Friday, October 30th 9:00 am – 3:00 pm

3. **Super Saturday Home Visiting** Saturday, November 7st and November 14th 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 10 - November 20; December 1 - December 4 days/times vary

5. **Food Sorting/Packing** **Dec 5 through Dec 17**
Schedule:

Sat Dec 5	1:00 - 4:00 pm
Sun Dec 6	1:00 - 4:00 pm
Tues Dec 8	5:00 - 8:00 pm
Wed Dec 9	5:00 - 8:00 pm
Thurs Dec 10	5:00 - 8:00 pm
Saturday Dec 12	1:00 - 4:00 pm
Tues Dec 15	5:00 - 8:00 pm
Wed Dec 16	1:00 - 4:00 pm
Thur Dec 17	5:00 – 8:00 pm

6. **Toy Set-up/Sorting** **Dec 3 through 15**
Schedule:

Thur Dec 3	5:00 – 8:00 pm
Tues Dec 8	5:00 - 8:00 pm
Wed Dec 9	5:00 – 8:00 pm
Thur Dec 10	5:00 – 8:00 pm
Tues Dec 15	10:00 am - 1:00 pm

7. **Toy & Basket Distribution at MEND** December 16 – 20 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 21 9:00 - 1:00 AND 2:00 – 5:00

9. **MEND Clean-up/Last minute Troubleshooting** December 21-22 9:00 - 4:00