

Winding Brook Park Gift to the Community Volunteer Instructions: What to Expect

Pre-shift: Volunteers for each charity should park at Henry Frank Park, across the street from the neighborhood entrance that does not have the stoplight. They should meet at the gingerbread house 10 to 15 minutes prior to the start of their shift. This should give them enough time to get organized, put on vests, collect their buckets, and organize themselves for collecting.

A Winding Brook Park board member will meet the charity volunteers before 6 p.m. to make sure they have everything they need and to answer any questions. That board member will also be making sure that at least 3 volunteers are present for each shift. Organizers, please be available via phone on your charity's collection nights in the rare case that volunteers do not show up for their shift. We want to ensure we can effectively collect as many donations as possible and that your charity can get credit for its volunteering.

Supplies: reflective vests, buckets, and candy canes are provided in the gingerbread house. Charity volunteers must put on the reflective vests while collecting money and passing out candy canes.

During each shift: At least two of the volunteers should collect donations in the plastic buckets while one or two others pass out candy canes.

During busy evenings, cars will begin to back up down the street. **It's very important to keep the line moving and to not create a bottleneck** (especially on Christmas Eve), so volunteers are encouraged to spread out and wave the cars onto the next volunteer down the line to keep the line moving.

When the donation buckets fill up, please have the volunteers take their bucket to the gingerbread house and discard of all trash/debris before dumping their bucket of money into the large plastic money bags; **the bills do not have to be sorted from the coins**. Please only use one money bag per evening — the Winding Brook Park board member that meets with your charity at 6 p.m. will meet the volunteers again at the end of the night to collect the money bag and deposit it at the bank.

Security will be present throughout each shift to help with traffic out of the neighborhood. Please note that cars are allowed to enter at the gingerbread entrance — most of them are residents of the neighborhood.

At the end of the night: If traffic has slowed significantly (only a car every 5 minutes or so) toward the last hour of the evening, have a volunteer call the Board member on call that night. Their cell number will be located inside the gingerbread house.

Thank you for volunteering to support the Winding Brook Park Gift to the Community!