

Situation 1:



Situation 2:



Officers Mark # on Car for Multiple Families



Food Distribution

Volunteer Directions:

Volunteer Role: Station Food Distributors

Station Support Lead: Betsy Ingersoll

- Each food lane will have a team lead. Please locate them for assistance if need be.

Meat Disbursement & Food Pallet Refill:

Lead: Anthony Gardner

- Gloves required when handling meat

Meat & Dairy	Bag
Eggs (1)	Bag 1
Hot Dogs (1) & Ground Beef (1) & Bologna (1) & Sausage (1)	Bag 2
Leg Quarters (1)	Bag 3
Turkey	Turkey Bag

Station Food Distributors:

- Responsible to distribute select food to families in the food train.
- Each Station will hand out food to both sides of vehicle for a total of four lanes.
- Families will drive through the lanes to fill their cars/boxes. Each station will be responsible for 1 to 4 food items
- Tell the vehicle to move forward once both sides have been filled. You will need to be aligned with your partners across the lane, so everyone is out of harms path.

Food Rows: 1, 3, 5	Food Rows: 2 & 4	
*1 Boxes (1)	No Boxes (Bag line only) - 1 bag per station	
*2 Seasoned Stuffing for Turkey (1) & Pancake Mix (1)	Russet Potatoes (1) (DO NOT PUT IN BOX OR BAG)	6
*3 Mac & Cheese (1) & Corn Muffin Mix (1)	Whole Kernel Corn (1) & Yams (1) & Pinto Beans (1) & Black-eyed Peas (1)	7
*4 Honey Wheat Bread (1) & Turkey Gravy Packet (1)	Peas and Carrots (1) & Green Beans Cut (1) & Homestyle Baked Beans (1)	8
*5 Hot Dog Bun (1) & Rolls (1)	Syrup (1) & Creamy Peanut Butter (1) & Grape Jelly (1)	9

*Products needing tarp due to rain



Volunteer Guide

Thank You

Thank you so much for volunteering for Families helping Families. This is the **8th year** providing a week's worth of groceries to families in need during the Thanksgiving holiday.

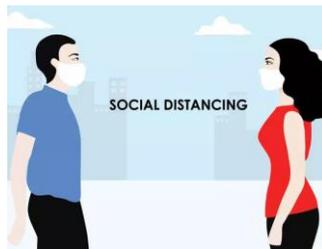
This is not possible without you. We are truly grateful for you and thankful we can give back.

Coronavirus (Covid – 19) Protocol

Please comply with all covid protocols put in place by our organization. We put them in place to protect the health and safety of everyone.



Masks always required over mouth & nose



Practice social distancing



Wash hands after you use the restroom.

Lunch, Snacks or Drinks

All Food & Drinks consumed by volunteers need to be brought from home. Please eat or drink away from other volunteers. Hand sanitizer is available at family registration, volunteer registration and station support.

After you eat or drink: Replace your mask & hand sanitize



Restrooms Located in George Bush Highschool

Restrooms for volunteers only.. Do not utilize for shelter or to stay warm.

Wash your hands after you use the restroom.



Volunteer Registration

Volunteer Directions:

Volunteer Role: Volunteer Registration

Team Lead: Dejah Covick

Table 1: Covid check

- Ensure each volunteer has a face covering over their nose and mouth
- Conduct Temperature Check. If they have a temperature. The volunteer will need to leave.
- Review the Covid-19 check list and rules.
- Have the volunteer fill in name, date and sign the covid form
- Put covid form in plastic bin

Table 2: Event check in

- Sign in the volunteer & mark off role sheet to ensure no gaps.
- QR Code for volunteer guide & maps
- Or ask that the volunteers take pictures of the information provided
- Guide them to their respective locations via the map

Volunteer T-Shirt Purchas

- There will be a limited quantity of t-shirts that volunteers can purchase
- Price = \$20.00
- Payment = Cash or Credit Card via Square
- Plug device into phone to make payment
- Receipts will be emailed



Volunteer Registration

COVID Questionnaire for the Day of the Event

- Do you have a temperature more than 100.3°F/38°C today?
- Have you had a fever (more than 100.3°F/38°C) or chills in the past 7 days?
- Do you have a cough more than usual, sore throat, or shortness of breath?
- Do you have a pending coronavirus disease (COVID-19) test that was done for symptoms?
- Have you had a positive COVID-19 test in the past 20 days?
- Has anyone in your household tested positive for COVID-19 in the past 14 days?

If you have answered “yes”, to any of these questions, please do not participate in today’s event as an abundance of precaution for your health and the health of other participants.



Station Support

Volunteer Directions:

Volunteer Role: Station Support

Team Lead: Betsy Ingersoll

Assistants to station volunteers and core execution team. Help answer questions for volunteers, fill in station gaps and lend a helping hand to all.

- Assignments per lane to help assist the overall flow of food distribution
- Distribute bags, garbage bags, open boxes and pallets with box cutters.
- Request for pallet refills
- Fill requests and walk lot for covid compliance.
- Box Cutters need to be distributed via a sign out sheet



Family Registration

Volunteer Directions:

Volunteer Role: Family Registration & Family Guides

Team Lead Family Registration: Nikki Collins

Family Registration:

Check in families as they come into the lot. Please let the family know that masks are mandatory when window is down. If they don't have masks, please provide masks in a contactless manner. Try and social distance with the vehicles. **Kindly remind families to remain in their vehicle.**

- Scan the QR code to check the family
 - Officer will ask for them to have their QR Code ready via Eventbrite app, screenshot or print out.
- Explain directions for the food train / show them a map
- If they are checking in multiple families, mark their upper windshield with the #. (ON THE GLASS ONLY)
- Ask families to have patience as we try to help everyone throughout the day.





Housekeepers

Volunteer Directions:

Volunteer Role: Housekeepers

Team Lead: Chad Ingersoll

- **Parking Lot Clean Up/Grab Station Garbage:**
 - Responsible for cleaning up all station garbage and parking lot through out the day.
 - Breakdown all boxes
 - Stack empty pallets
 - Garbage will be centrally located with hand sanitizer & gloves at station support
 - Receive all equipment from the station support



“Box Building”

Special Pick Up & Delivery Team

Volunteer Directions:

Volunteer Role: Special Pick Up & Delivery Team

Team Lead: Ritu & Randy Balla

Team will be responsible for providing pre-built boxes & bags of food to the cars delivering to homes of families with out vehicles.

Will utilize lane 1 to fill boxes for deliveries and cars delivering food to multiple families.

Police cars & cars with numbers on their vehicles will be filled for delivery.

Each car including the police car will have the number of families after registered with Family Registration.

Fill the vehicle with the food & wipe off the number from the windshield.