

Schedule for Community Volunteers (Page 2 of 2)

in dance program as needed, By 12:30 PM begin to set up food tables for lunch, Help unpack arriving lunch trays onto food tables at 12:50 PM

1:00-1:45– Put on volunteer shirt, Direct teens to food tables for lunch, Refill any food items on the food table as they run out, Make sure to grab a bite of food for yourself, At the end of lunch direct teens back to the dance studio

2:00-2:45– Put on volunteer shirt, Pick up food tables from lunch, Pack up any extra food, Pick up any trash and place it in the trash bags, Check on bathrooms-throw out trash-put fresh paper towels and toilet paper out if needed, Assist with dance programs as needed

2:45-3:05– See above 2:00-2:45 slot.

3:05-4:35pm– See above 2:00-2:45 slot **and** Prepare food tables for afternoon snack-peanut butter crackers-any left over chips, muffins and juice from lunch

4:35-4:50pm– Put on volunteer shirt Help direct students to food tables for afternoon snack. Help direct teens back to the dance studio at the end of snack time. Pick up food table from snack time, Pack up any extra food, Pick up any trash and place it in the trash bags, Check on bathrooms-throw out trash-put fresh paper towels and toilet paper out if needed, Assist with dance program as needed

4:50pm-5:20pm– See above 4:35-5:20 slot **and** kindly assist in asking parents to wait outside the dance building and let them know their teen(s) will be out shortly

5:20-5:30– Help pass out evaluation forms and golf pencils, Help collect evaluations forms and golf pencils,

5:30-5:45ish– Assist teens in gathering their belongings and leaving the dance building

5:45-7:00– Assist in picking up and cleaning the dance studio