

CHRISTMAS COMPLETE 2020 – VOLUNTEERING INFORMATION

Thank you for your interest in volunteering for our annual Christmas Complete Project.

We will be operating from our site at 33 Mount Pleasant Industrial Estate, Southampton, SO14 0SP.

Due to COVID 19 and the social distancing regulations, we will be operating the project differently this year. So, if you have helped before you will notice some changes – I hope you will understand the reasons for this.

One major change is having to severely limit the number of people on site at any one time. So, the maximum group size we can accommodate is 4 people.

Also, this year we are making 18 the minimum age for volunteers.

Dates for this year are shown at the end of this document.

Please be aware that we will be working upstairs in premises with no lift. We will need to keep the area well ventilated, so please wear warm clothing.

Tasks will include: -

- Placing donations just received into the quarantine area
- Sorting donations from quarantine into the appropriate areas
- Checking games and puzzles
- Manning the art / craft / puzzles and games areas – ensuring they are kept tidy and assisting other volunteers in selecting appropriate gifts
- Selecting toys and gifts for the children and young people that are referred
- Packaging the final parcels
- Keeping areas tidy
- Sorting out referral forms into alphabetical order according to the area code
- Any other tasks that arise during the course of project

Once we have confirmed your volunteering session you will be asked to complete and return a volunteer record form (if we do not already hold one for you).

All volunteers will be required to wear face coverings at all times (except if taking a break for refreshments) and observe social distancing regulations. Hand sanitiser will be provided and you will be expected to frequently use this whilst on the premises.

We can provide tea, coffee and biscuits etc but do request that you bring your own mug and spoon. Please also bring a pen.

Please be aware that any donations you bring will be placed into quarantine so you will not be able to use your items in any parcels you make up.

The volunteering dates are shown below.

	MORNING	AFTERNOON	EVENING
Monday 30 Nov	FULL	FULL	X
Tues 1 Dec	FULL	X	6pm to 8.30pm
Wed 2 Dec	FULL	FULL	X
Thurs 3 Dec	X	1.30pm to 4.30pm	FULL
Fri 4 Dec	FULL	FULL	X
Sat 5 Dec	FULL	X	X
Mon 7 Dec	FULL	1.30pm to 4.30pm	X
Tues 8 Dec	X	1.30pm to 4.30pm	FULL
Wed 9 Dec	9.30am to 12.30pm	1.30pm to 4.30pm	X
Thurs 10 Dec	9.30am to 12.30pm	X	FULL
Fri 11 Dec	FULL	1.30pm to 4.30pm	X
Sat 12 Dec	FULL	X	X
Mon 14 Dec	X	FULL	FULL
Tues 15 Dec	9.30am to 12.30pm	FULL	X
Wed 16 Dec	FULL	X	FULL

Sessions do get booked very quickly, so please e-mail annette@scratchcharity.co.uk with your selection as soon as you can to avoid disappointment. It is helpful if you can give a 1st, 2nd and 3rd choice.

Many thanks for your support