

GUIDELINES FOR GROUPS

- Group volunteers must call and schedule a time to come in. The main reason for this is to prevent too many people from being here at once. We consider a “group” to be more than three people.
- To schedule a group volunteer date, it is best to give as much notice as possible. Two week’s notice is usually adequate, EXCEPT when it comes to Saturdays and the months of September through December. On Saturdays and during the fall months, more volunteer groups help out than other days and months. If you want to book your group for a Saturday or during September through December, two to three months’ notice may be necessary.
- Please give a good estimate of how many plan on volunteering for the date scheduled and how long you plan to stay. (Example: Giving an estimate of 10 people, but bringing 30 in on the volunteer date or scheduling from 8-10AM but staying until 4PM). Please consider that we may have other groups volunteering at various dates and times as well.
- When your group comes to Poverello House, a representative from the group must sign the group in and accept volunteer badges for all members attending.
- If there are minors in your group, there must be adults over 18 accompanying them. The adults are responsible for the behavior of the minors. If minors in the group are causing problems because of horseplay, inattention to work, fraternization, or wandering from the work area, the group will not be allowed to return.
- **Sometimes it is possible for groups to do special projects outside of the daily organizational operations. Groups interested in such projects are advised to call well in advance to give Poverello staff time to plan the event. Such one-day projects are good opportunities for larger groups (up to 50 people) to participate.
- **Many people would like to volunteer on Thanksgiving or Christmas Day. Please be advised: these are the only two days of the year that we do not use groups, because there are so many individuals helping us on these holidays. We start reserving slots for individuals almost a month ahead of time.
- We are happy to conduct tours and provide a short history of Poverello House. These are usually done before you start working or after you are finished. If your group would like to have a tour, please let us know ahead of time. Depending on staff availability, you may need to arrive early for the tour or stay afterward.
- We are also glad to come to your church, business, or organization to talk about the work of Poverello House. Some organizations prefer to know something about Poverello prior to volunteering. Just call us at 498-6988 to request a speaker. We will do our best to accommodate your request.

**Visit our website for more information: www.poverellohouse.org

Face book: www.facebook.com/profile.php?ref=profile&id=1685198932

Twitter: www.twitter.com/PoverelloHouse

MySpace: www.myspace.com/poverellohouse