

CAPITAL REGION FOOD PROGRAM

Dear Friend:

Preparations are well underway for the Capital Region Food Program's 2009 Holiday Food Basket Project. As in the past, we anticipate assembling, packing, and delivering over 4100 boxes of food to nearly 7000 economically and physically challenged individuals in the Greater Concord Area.

Volunteers are integral to our project. We are in the process of planning and scheduling our volunteer efforts and hope that you will join us in this valuable program. Hours of operation at the NH Army National Guard Armory on Pembroke Road in Concord will be from 9:00 am to 5:00 pm with volunteers scheduled in 2-hour shifts (with an a 5:00 – 7:00 pm shift on Wednesday and Thursday only). Volunteers will be scheduled on a first come, first serve basis and will receive a **confirmation e-mail** one week prior to the start of the project. **You must check your email and reconfirm you will be volunteering during the scheduled time.** There will be several tasks going on simultaneously during each workday and the task assigned you will be at the discretion of the floor captain.

Please **CIRCLE the date** and indicate the 2-hour time shift that you are able to commit to this year. We ask you to include **1st, 2nd and 3rd** choices that will assist in the scheduling process. Please return the completed form **BY NOVEMBER 30TH** by US mail, fax, email or via our website:

MAIL: Maria Manus Painchaud, 57 Auburn Street, Concord, NH 03301

EMAIL: crfpholiday@aol.com

Website Online: www.capitalregionfoodprogram.org

(PLEASE NOTE: Late submittals may result in not being scheduled for requested time, but being assigned to a shift that is low on volunteers):

DATE	SHIFTS AVAILABLE TO WORK (ID 1 st , 2 nd , 3 rd Choice)						
	9:00-11:00	11:00-1:00	1:00-3:00	3:00-5:00	5:00-7:00	OTHER	ANYTIME
Wed, Dec 16 – Make Boxes, Sort Food, Bulk Breakdown, Start Pack							
Thurs, Dec 17 - Pack & Palletize							
Fri, Dec 18 - Pack Custom Boxes, Wrap							
Sat, Dec 19 – Pack, Final Checks, Distribution Setup							
Mon, Dec 21 – Pack, Final Checks, Distribution Setup							
Tues, Dec 22 - Satellite/Recipient PickUp							
Wed, Dec 23 - Drive & Deliver							
Thurs, Dec 24 - Emergencies							
Sat, Dec 26 - Clean Up							

*All volunteers under 18 **MUST** be accompanied by an adult. ****E-MAIL WILL BE PRIMARY MODE OF CONTACT.**

*VOLUNTEER NAME: _____ (List age if under 18 years old) _____

ADDRESS: _____

**E-MAIL ADDRESS: _____ HOME PHONE: _____

WORK PHONE: _____ BEST TIME TO CALL: _____

NOTE: NO GROUPS LARGER THAN FIVE (5) CAN BE ACCOMMODATED AT ANY ONE TIME!

(Use a separate sheet for each volunteer in the group)

As a volunteer, I (my heirs, assigns, et al) hold harmless, waive, and release the Capital Region Food Program for injuries or damages of any kind suffered as a result of participating in this Capital Region Food Program activity.