



## Steps to Volunteering with Your Group

- 1. Attend a volunteer orientation.....at least 6 weeks before event**  
If you have not already attended an orientation, please plan to do so. One or two group representatives should attend. At your orientation, you will receive all necessary information for planning your volunteer event. The KVHH volunteer coordinator will discuss possible dates for your group to volunteer. Generally orientations occur twice a month.
- 2. Gather your group .....at least 5 weeks before event**  
Sign-up individual group members and distribute the information provided. Each individual should be encouraged to complete the Volunteer Skills and Interest Survey and the waiver. Groups should be between **10 and 15 individuals** and all group members must be at least 18 years old (or at least 16 with parental-signed waiver).
- 3. Schedule your group .....at least 5 weeks before event**  
Call the KVHH volunteer coordinator to schedule your group. Be ready with the days that work best for your group. (Steps 2 and 3 can be reversed or done simultaneously as long as you can ensure an approximate group size when you schedule your group.) Call (269) 344-2443 ext. 204 to speak to the KVHH Volunteer Coordinator. Volunteer groups generally work Saturdays from 8:30 am to 3:30 pm. Once a date has been set, a confirmation form / volunteer agreement will be mailed to you. Acknowledge the receipt of your confirmation form with the KVHH Volunteer Coordinator to hold your place on the calendar.
- 4. Meet with your volunteers.....at least 1 week before event**  
Gather your volunteers and go over the plans you have arranged. If your group is carpooling, plan to meet early enough to arrive at our warehouse by 8:15 am. Make snack and lunch plans and review clothing and safety guidelines.
- 5. Confirm the size of your group..... Wednesday before you volunteer!**  
Read your confirmation form and call the KVHH Volunteer Coordinator with the total number of people in your group.
- 6. VOLUNTEER!!**  
Meet at our warehouse (1718 Fulford Street) at the pre-arranged time (usually Saturday at 8:15 am). All members of your group must arrive no later than 8:30 am. Once everyone has arrived at the warehouse, there will be a brief introduction and review of the schedule and plan for the day. Group members should carpool from the warehouse to the worksite.