

Homeless Birthday Party

Friday, June 8th, 2018

Individual Serving Opportunities

PRE-EVENT Opportunities

Item - Baked Goods		Drop-off Time	Description
Birthday Cookies or Brownie Gifts	2 dz	Thursday, June 7th by 5pm at Ministry Support Office, 1821 Piner Rd, Santa Rosa	Bake 2 dz cookies or brownies. Then wrap 4 cookies or 2 brownies together in plastic wrap and tie with ribbon to create individual package

Position	People	Shifts	Description
Donate items for Birthday Bags			Bus passes, flashlights, socks, sunscreen, lip balm, granola bars
Pre Event Birthday Bags - Sort & Pack	6	Wednesday June 6th 10 am - 1pm	Sort donated gift items and pack in gift bags.

EVENT DAY Opportunities

Create the Party Atmosphere

Position	People	Shifts	Description
Table Decorations - Sponsor & setup - How do you decorate for your birthday parties? Sponsor a table	20	10 am - 12 noon	Provide items to cover & decorate 6' tables, canopies, area & then decorate morning of event.
Booth Set-up and Decorations - Set Up Balloons - everyone loves them!	4	10 am - 12 noon	Set-up tables and chairs and hang banners. Make balloon clusters to adorn the various booths.

Making the Day a Party

Position	People	Shifts	Description
Volunteer Check-in	3	11:00 am - 12:00 pm	Check-in volunteers, give name tag & direct to task location
Birthday Gift Distribution	4	11:30 am - 2:30 pm	Help setup booth area; Hand out gifts to each guest; clean-up area
First Aid -Medical Pro Only	2	11:30 am - 2:30 pm	RN, LVN, MD to be on hand
Footwashing	12	11:30 am - 3:00 pm	Rotating foot washers in 6 stations, 2 water runners
Mini-Manicure	10	11:30 am - 3:00 pm	Simple manicure and apply nail polish
Haircutting	10	11:30 am - 3:00 pm	Cut hair; bring own equipment; chairs provided
Facials	4	11:30 am - 3:00 pm	Simple facial, training provided
Table Hosts	20	11:45 am - 2:15 pm	Sit with guests at the tables and visit. Orientation provided.