

# Community Volunteering at Birch Community Services

Thank you for your interest in volunteering at Birch Community Services! We are thrilled you are choosing to serve with us and alongside BCS participant families.

## All Volunteers Must:

- Attend a volunteer orientation with the Community Development Manager (first time volunteers only)
- Be 14 or older
- **Wear closed-toed shoes that completely cover your feet** and modest/appropriate and comfortable clothing
- Sign up online before volunteering
- Have a volunteer release form on file
- Volunteer a minimum of two hours

## Before Volunteering

- Create and wear a volunteer name tag
- Tell your supervisor of any physical limitations

## While Volunteering

- Beverages are provided at the *Volunteer Drinks* area through the Cooler Volunteer Door.
- Always give equipment the right-of-way
- No one may operate power equipment without authorization
- Do not use your phone while volunteering
- Enjoy your time! Feel free to get to know the people you're volunteering with

## After Volunteering

- You are welcome to take an item from the *Helper Thank-You* area
- Return your nametag
- Sign out at the office

## Volunteering Again

- After volunteering, you will receive a link to our community volunteer calendar. You are welcome to come back! If you lose the link, send an email to [bcs@bcsi.org](mailto:bcs@bcsi.org).
- When you return:
  - Sign Up online through the returning volunteer link
  - When you arrive at the warehouse, sign in on the clipboard at the volunteer table.
  - Ask the check-in volunteer for a yellow name tag. (White name tags are reserved for participants!)
  - When you are finished volunteering, sign out on the computer at the volunteer table
- If you bring a friend, they need to complete a first-time orientation and complete a volunteer release form!

Thank you for volunteering. We hope to see you again!

