



General Instructions for All Scheduled Volunteers

Thank you for participating as a volunteer at the Thanksgiving Dinner and Clothing Boutique. Your efforts are valued and appreciated by our guests, the dinner team and the parish staff. Thanks for supporting our instructions for all volunteers listed below.

1. Be on time. If you are late, an alternate will be assigned. You are welcome to stay and do a different job if one becomes available.
2. Please come ready to start your shift. Unfortunately, we don't have a secure place to store purses, backpacks and other personal items. Please consider putting what you need in a waist pack, cargo pants or something else you can carry that won't get in the way of doing your job. Or leave items in your car or at home.
3. There won't be time for you to take food or drink breaks, so please plan to eat and get caffeinated before you arrive.
4. Wear the name tag you receive when you check in until you leave the campus. Anyone who isn't wearing an appropriate name tag will be asked to leave.
5. If you cannot work the shift you signed up for, please let us know as soon as possible at stmonicathanksgivingdinner@gmail.com until the end of the day on Tuesday, 11/24 and at (310) 566-1500 after that. Do not get someone to substitute for you. The Thanksgiving volunteer team will find all replacements.
6. Please do not bring any unscheduled guests who want to volunteer with you. This includes children, best friends and your Thanksgiving visitors. No pets either! We absolutely, positively cannot accommodate anyone who hasn't signed up in advance. Really.
7. Wear comfortable (and weather-appropriate!) clothing. No open-toed shoes or sandals; think safety and comfort. Please check the forecast to see if you'll need rain gear.
8. No photography of guests at the dinner is allowed, out of respect for their privacy.
9. No cell phone use while serving our guests. Keep phones out of sight and off or on vibrate.
10. The final task of all volunteers at all stations is to assist with clean-up. Please be prepared to work through the end of your shift, including helping with clean-up.
11. Please follow the instructions of all parish staff and team leaders. They are experienced in providing a great dinner for our guests and keeping all of us safe.
12. Please bring a cheerful attitude and willing spirit! Every single effort is service to God. Let's allow the spirit of service and thanksgiving to surround our interactions with our fellow parishioners and our guests.

Special Instructions for Wednesday, November 25

- **Where to Park**

Parking is available in our parking garage at the corner of Lincoln and California most nights and weekends prior to the event. **Please note:** On Wednesday, November 25, 2015, the garage will be open until 1 pm. If you park in the garage and get a tandem spot for two cars note that you are to be there until the end. No early exit.

If you park on the street, please observe the parking signs. Some areas are only for permit holders. Others have street cleaning on Wednesday. You WILL get a ticket if you don't follow the signs. Do plan extra time to find a parking space. We strongly encourage alternative means of transportation to the event. Carpool with another volunteer, take the bus or walk to the parish if in any way possible. We also have several bike racks available on campus. You can find a map at www.stmonica.net/parking

- **Where to Check in**

Check in at the Duval Center using the entrance on California Avenue between the Caruso Center and the rectory. Once you have received your nametag, you'll be directed to your station where you'll receive further instructions from the team lead in charge of that area. Please be aware that there will be some "down time," particularly at the start of your shift. We're moving lots of people around and it really helps things go smoother when volunteers are ready as they're needed.

- **For volunteers stationed in kitchens and the auditorium (except greeters)**

Please bring a cap or hat to cover your head and an apron. All long hair is to be off the face, tied back with a rubber band or other hair accessory. All volunteers will be supplied with plastic gloves where necessary. Please wash your hands before beginning your shift and after a restroom visit. These are state requirements and following them lets our guests know we care about them.

- **For Turkey carvers**

Please bring a cap, apron, cutting board and carving knife.

- **For volunteers working in Dishwashing and Clean-up areas**

Please bring a cap and apron. We will supply you with plastic gloves.

- **For volunteers working with Line Management**

Be prepared for cold or rainy weather. You'll be outside all day. Wear comfortable shoes!

- **For Floaters**

You will be assigned where help is needed "behind the scenes" (not in the Auditorium.)

- **For volunteers stationed at the clothing boutique**

In the past, volunteers have asked to purchase or take clothing and other things from the clothing

boutique. We are sorry that we cannot allow this. All of the items have been donated for the guests coming to the dinner. Please do not to take anything from the boutique at any time.