

Policy for Middle School Student Volunteers

Thank you for considering volunteering at the Needham Community Council. Volunteers are vital to the mission of the Needham Community Council.

The Needham Council is a private non-profit organization which supports people in Needham who have under-met health, educational or social needs and promotes volunteerism, community and a sense of shared responsibility.

All volunteers between the ages of 13 – 15 must be **accompanied by an adult who can stay with them at all times**. 3 to 4 students may volunteer together per 1 adult supervisor. The Community Council staff is unable to provide supervision. Unfortunately we are not able to accommodate children under the age of 13.

The Council office is open Monday – Friday, 8:30 AM. - 4:00 PM. Due to the confidential nature of the food pantry we do not permit student volunteers in the food pantry when we are open for customers on Mondays and Wednesdays.

Weekend availability is limited to occasional special events or 3 days per year when we hold town-wide food drives; we are open throughout the summer and during all school vacations.

Typical work assignments for students may include:

- Wiping down shelves & counters
- Vacuum food pantry & thrift shop
- Sorting, restocking & organizing food pantry shelves
- Sorting hangers by size and type
- Bringing trash to designated area
- Breaking down boxes to be recycled
- Sorting donations & organizing in the thrift shop... hanging up clothing, putting like items together, organizing books, checking games for all needed parts, etc.
- Preparing bulk mailings, stuffing envelopes, labeling, organizing by zip code, etc.
- Yard maintenance, raking, shoveling snow, picking up trash in the parking lot, etc.
- Other assignments as designated by Council staff

We are only able to accommodate a maximum of 4 student volunteers per day and require advance scheduling. If a student needs to miss a day of volunteering, he/she may reschedule **only** if there is an opening on another day and if accompanied by an adult supervisor. If the student volunteer misses 2 scheduled assignment dates, without informing Council staff in advance, the volunteer assignment will be terminated.

Volunteer work assignments are determined based on the needs of the Needham Community Council. Appropriate clothing: No open shoes; no flip flops; sandals; etc. No exposed midriff or underwear.

For any additional questions or concerns, contact Kris DeGraw Danna, Volunteer Coordinator. Kris can be reached by email at kddanna@needhamcommunitycouncil.org or by phone at 781-444-2415 ext. 1034.

If our volunteer program does not meet your needs, here are some web sites that may give you other ideas for places to contact:

<http://www.thevolunteerfamily.org/>

<http://www.compassionatekids.com/volunteering.shtml>

<http://www.dosomething.org/>

<http://generationon.org/teens/what-matters>

<http://www.idealists.org/info/Volunteer>

http://fcw.needham.k12.ma.us/~gretchen_ayoub/Volunteer

<http://www.teenlife.com/?page=CommunityService>