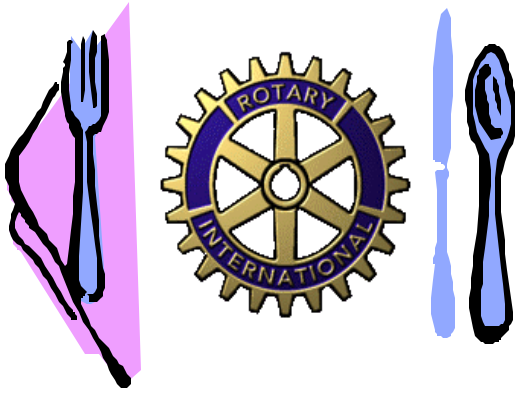


Volunteers Name: \_\_\_\_\_

Date to Volunteer: \_\_\_\_\_



# Volunteer Checklist

## FEED THE KIDS

1. Arrive at Lincoln Elementary School no later than 5:00 p.m.\*\*. Lincoln Elementary School is located just off Western Avenue behind Pizza Hut. Meals will be provided from 5:30-6:15 p.m.
2. If you are not needed due to school closures or other reasons, you will be contacted. Unless you are contacted, assume that the meal will be provided and we need your help.
3. A smock will be provided, but we suggest you wear clothing that you don't mind getting soiled. Also, bring a baseball cap for sanitary purposes. Sterile food serving gloves will be provided.
4. There will be at least three volunteers each meal. Volunteer duties will include check-in of kids and adults, room set-up, serving of meals and clean up. Specific duties are as follows:
  - a. A sign-in sheet will be provided to help ensure that each child and the responsible adult are accounted for. Nametags will need to be filled out with just first names.
  - b. The sign-in table will need to be set-up. The cafeteria tables will need to be set-up and covered with paper or plastic tablecloths.
  - c. A professional cook (Rachel Childs) employed by the school will prepare the meal. Volunteers will serve the meals to the children and adults as well as help them get seated.
  - d. After the meal, you will see instructions in the kitchen as to what needs to be cleaned up. The cafeteria tables can remain where they are.
  - e. A trained volunteer will assist you in what your specific duties will be. Please don't be concerned; you will do a great job!
5. For safety purposes, we are requiring that a parent, guardian or responsible adult accompany every child. Both adults and children will be fed. The kitchen will close at 6:15 p.m. and the program ends at 6:30 p.m. Clean up should be done just after 6:30 but be prepared to stay until the work is finished.
6. Remember that the kids are the customers; and need as much adult attention as possible. Please interact with the kids as much as possible but most importantly, be cheerful and have fun. The kids will pick up on your positive attitude! See attached for Lincoln's School Discipline Policy.
7. Thank you for helping with Rotary's Feed the Kids Program. If you would like to volunteer again, or know someone who would like to help, please contact Harry Lanphear at 624-7568.

**\*\*If you cannot meet your volunteer obligation, please page Harry Lanphear at 818-0429 immediately so a replacement can be contacted.**

Feed the Kids is a partnership created by the Rotary Club of Augusta, the Augusta Rotary Foundation and the Augusta Public Schools. For more information email the Augusta Rotary at [FeedtheKids@AugustaRotary.org](mailto:FeedtheKids@AugustaRotary.org) or call us at 624-7568.