

The **Holiday** *Hope* Helpers™

This is it! Your big day – and a big day for your community. Set your table for success! Here are some suggestions for a safe, fun, and productive day!

- Set up the donation collection site:
 - Tables with chairs behind them
 - Boxes/crates clearly labeled for various donation types
 - Refreshments for volunteers
 - Music/entertainment
 - Displays/posters/decorations
 - Signage
- Maintain social distancing requirements.
- Require masks for volunteers as well as donors.
- Consider staggering volunteer hours to a long time frame to allow for social distancing.
- Post the Food Drive signs in visible areas and have flyers available.
- Welcome volunteers as they arrive and show them how things will work.
- Volunteers (not contributors) should put the food in the appropriate crate to ensure efficiency.
- Relax, smile, and enjoy the wonderful event that is bringing together the community!
- When the drive is over, clean up the area and take down the signs. Leave the area the same (if not cleaner) than when you arrived!
- Thank the hosting organization and the volunteers!