



CHRISTMAS HOUSE

Serving the children of Snohomish County since 1981...

October 2018



Volunteering at Christmas House is fun and rewarding!

When we open our doors to shoppers on Thurs., Nov. 29 we will need 50 volunteers for each shift. This year we have 13 days scheduled for shoppers, plus we need help getting ready and moving out. We plan to serve 8,000 children . . . so lots of help is needed. We hope you can join us!

Things to note

- The last Saturday has a Shift A and Shift B. Pack-up starts the last few hours of that day and Shift B volunteers will stay an hour later and help with packing. Move-out will be the following day (Sunday).

Who can volunteer?

Anyone 16 and older can volunteer to work at Christmas House. Ages 12-15 can work on move-in Saturday only. For groups of students age 18 and younger, every 5 students need one adult volunteer to accompany them as one of their volunteers (coach/ teacher/ leader/parent). All groups are limited to 25 members volunteering during any one shift.

What do volunteers do?

Our major move-in day is on the Saturday of Thanksgiving weekend (Nov. 24) and unpacking and set-up will happen Sunday. Volunteers are needed to move boxes from off-site storage areas to the Boys & Girls Club Gym and start the unpacking process.

The following Monday and Tuesday are our days to unpack more items, organize everything and put the final touches on the shopping area.

When the store is open, most of our volunteers work as hosts, escorting guests through the Christmas House store and helping them select gifts for their children. Others help with bagging gifts and assisting our guests with merchandise as they leave. Help is also needed with packaging items and organizing gifts, language translation and entering data into the computer.

On Sunday (Dec. 16), volunteers will help inventory and pack all remaining gift items and dismantle fixtures. On that day, everything is transported to outlying storage areas and the gym is emptied and cleaned.

When are the store shifts?

See the sidebar information. Weekday store shifts are 8 a.m. to 2 p.m. Two Saturdays are 8 a.m. to 3:30 p.m. and the last Saturday has a Shift A (8 a.m. - 4 p.m.) and Shift B (one hour longer to help with pack-up).

Store Location

Everett Boys & Girls Club Gym
2316-12th Street, Everett

Volunteer Days/Hours

Move In and Set Up

Fri., Nov. 23 (1:00-5:00)
Sat., Nov. 24 (9:00-2:00)
(age 12+; other days age 16+)
Sun, Nov. 25 (9:00-2:00)
Mon.-Tues., Nov. 26 & 27
(9:00-2:00)

Store Shifts

Thurs.-Fri., Nov. 29-30 (8:00-2:00)
Sat., Dec. 1 (8:00-3:30)
Tues.-Fri., Dec. 4-7 (8:00-2:00)
Sat., Dec. 8 (8:00-3:30)
Tues.-Fri., Dec. 11-14 (8:00-2:00)
Sat., Dec. 15 (8:00-4:00)
Sat, Dec. 15 (8:00-5:00; help pack)

Pack Up & Move Out

Sun., Dec. 16 (9:00-3:00)



Board of Directors

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www.christmas-house.org | 425-338-2273



How do I volunteer?

The easiest way to sign up to help is to use the form on our website (click "Register"). The Register page will list how many volunteers are still needed for each volunteer opportunity. To register, simply select a time that still needs volunteers and enter your information. Hit "Submit" and then "Confirm your registration" and then you will receive an onscreen reply.

Those wishing to register for multiple shifts will need to repeat the process for each shift selected. Those wishing to sign up more than one person will need to choose the date and enter each person's information individually.

If you do not have internet access, you may also phone 425-338-2273—please provide your name and phone number and we'll return your call.

How am I trained?

We ask that all volunteers arrive at the Boys & Girls Club gym right on time for their shift. There will be a training session at the beginning of each shift and ALL volunteers must attend the training BEFORE volunteering . . . even if you've volunteered in previous years. Volunteer responsibilities and changes for our 2018 season will be explained in the training. Slight changes may even occur from day to day that you'll need to learn about.

Do I need to bring food/drinks?

A light meal and beverages will be provided on move-in Saturday and for shifts when the store is open to shoppers. Please bring your lunch other days.

What gifts are needed?

Christmas House gives away thousands of toys each year and we always need more—large and small.

New items in short supply include:

- stuffed animals (new or like new)
- teen gifts
- items for the "family" gift table

Donations of new toys and gifts are accepted at the Christmas House store during our December hours. Donations can also be taken to many donation sites starting late November. See "Donation Locations" on our website.

**VOLUNTEER REGISTRATION
OPENS IN EARLY OCTOBER**

**Shifts fill up fast,
so please visit our website
and sign up early!**



Nov/Dec 2018

SUN	MON	TUES	WED	THURS	FRI	SAT
50 volunteers per shopping shift 13 volunteer days Register for shifts online: www.christmas-house.org					(Nov. 23) Tarps/walls 1pm-5pm	(Nov 24) Move-in 9am-2pm
(Nov 25) Unpack 9am-2pm	(Nov 26) Set-up 9am-2pm	(Nov 27) Set-up 9am-2pm	(Nov 28)	Nov 29 8am-2pm	Nov 30 8am-2pm	1 8am-3:30pm
2	3	4 8am-2pm	5 8am-2pm	6 8am-2pm	7 8am-2pm	8 8am-3:30pm
9	10	11 8am-2pm	12 8am-2pm	13 8am-2pm	14 8am-2pm	15 8am-4pm (45) 8am-5pm (15)
16 Pack-up/ Move-out 9am-3pm	17	18	19	20	21	22