



SIGN UP SHEET FOR NEW VOLUNTEERS

Many Hands, Many Friends
Many Hearts



In From the Cold (IFTC) Ministry Saturday November 9, 2019 - March 28, 2020

Name (print) _____
(Note: High school students can count their time towards their volunteer hours.)

E-mail address: _____

Phone/cell number: _____

How did you find out about IFTC? (optional): _____

This ministry relies on your commitment to serve. If you become unavailable for a scheduled shift, we ask that you try and find a replacement and contact the volunteer coordinator (e-mail: iftc@parkdaleunitedchurch.ca) by Thursday night. Once scheduled for a shift, it is expected that you will arrive on time and stay until the work is completed. After you arrive, roles may be re-assigned by the shift coordinator to adapt to unforeseen circumstances. In this case, please inform the shift coordinator of any limitations.

By signing below, I consent for the sharing of my contact information with others involved in this ministry for purposes relating only to this ministry.

Signature Date

Name & signature of parent/guardian for those under 16 years of age Date

Once you have completed this form, please:

- email your completed form to: iftc@parkdaleunitedchurch.ca or
- mail/drop off at the church office:
Parkdale United Church
429 Parkdale Avenue, Ottawa,
ON, K1Y 1H3

613-728-8656 (phone); 613-728-9686 (fax)

PLEASE ENSURE THAT YOU ARRIVE 10 MINUTES PRIOR TO YOUR SHIFT
THANK YOU FOR YOUR INTEREST IN THE IFTC MINISTRY!

.... (OVER)

Please indicate which duties/shifts you would be willing and comfortable performing and we will do our best to schedule you according to your preferences. (Check all that apply, and your 1st, 2nd and 3rd choices)

Shift duty and description	Shift time	Yes I am interested!
Set up – arrange the tables and chairs, set tables, put signs up outside	10:45-12:30	
Door bell -let volunteers into church	10:30- 12:30	
	12:30 – 2:00	
Food preparation - assist chef with the preparation, cooking and assembly of the various courses (salad, soup, main dish, dessert)	Noon – 4:00	
Lift Operator – operate the wheelchair lift to enable guests access to/from hall	1:45-5:00	
Hosting and sandwich preparation – prepare bagels and sandwiches which are part of the take-home food for the guests, socialize with guests	1:30 – 3:30	
Shift Coordinators - oversee overall functioning of shift by helping to orient new volunteers to their tasks, support team leads, answer questions from guests related to the dinner, socialize with guests, ensure building is secure at the end of the evening	1:15- 3:45	
	3:30 - 6:00	
Volunteer Check-in - Greet and register volunteers; At 5pm, distribute take-out food to guests	1:15-3:30	
	3:15 - 5:45	
Beverage Table - serve beverages and snacks to guests, and for the later shift, assist with clean-up	1:45 to 4:00	
	3:45 - 6:00	
Guest Registration – Greet and register guests as they arrive/leave	1:45- 4:00	
	3:45- 6:00	
Guest Door Security – Ensure security of guests coming in/out of church and assist with guest walkers and carts.	1:45 - 4:00	
	3:45- 6:00	
Backdoor Security - Ensure unauthorized personnel do not enter restricted areas off kitchen area	1:45- 3:45	
	3:45-6:00	
Food Plater / Kitchen clean up – put meals on plates; washing dishes; putting dishes away and cleaning kitchen	3:30- 6:00	
Serving guests and clean up - serve guests at tables, clear tables & scrape plates, put away tables, chairs, supplies, clean up. (Please note that this shift is most often filled by our community volunteer groups, but occasionally need additional volunteers).	2:45 - 6:00	
Clean up Anchor – assist with and oversee clean-up (tables and chairs put away, floors cleaned, etc)	4:45-6:30	
Laundry - Take home soiled T-Shirts and tea towels to wash; drop off clean laundry by Wednesday.	Can be done anytime	
Groceries - Pick up food items at local merchants (commitment of 1-3 hours each week for November - December and/or January-March)	Wednesday, Friday or Saturdays	
Drop off left overs at St. Luke's and return containers to Parkdale United Church	Monday mornings	
Administration: work at home to communicate with volunteers via email to support volunteer scheduling. (Need to be comfortable using e-mail and Excel documents).	Flexible	

Do you have any limitations or restrictions that limit your participation in some shifts? If so, please indicate:

How often each month would you like to volunteer? _____

Please indicate shift which you would NOT like to be scheduled: _____

Please indicate dates you are NOT available: _____