



Congratulations for making a difference! Thank you for Volunteering with Stephens Backpack Society. The board has compiled information we felt use full to our volunteer teams. We are excited about our growth and want to maintain the momentum as productively and lovingly as possible. We are reaching out across Alberta and it all to thanks of the community! As a volunteer you have completed a volunteer form and are attending on you own responsibility. Stephens Back packs Society is able to provide a letter outlining your volunteer hours and participation. Notify the Greeter when you sign in. Enjoy volunteering, and share your experience and ideas with us. Thank you!

## **Description of Volunteer Roles**

### **Shift Supervisor:**

- Opens and closes the location.
- Responsible for over seeing the evening's volunteer session.
- Transfers filled back packs to storage area.
- Records items needing purchasing.
- Reports back evening's operations to Stephens Backpacks Society Board.

### **Greeter:**

- Welcomes Volunteers, by signing them in.
- Hands out volunteer information packs.
- Assists Shift Supervisor.
- Thanks Volunteers, and confirms next shift if necessary.

### **Children:**

- Children can team up with their supervisory person in their duties.
- Children over 5 are welcome
- Children younger then (12) must be supervised by a responsible, capable, person (13) years of age or older.

### **Table Supervisor:**

- Monitors age specific table.
- Inspects and puts the tags on the back packs,
- Transfers filled backpacks to storage area.
- Reports low inventory to Shift Supervisor.

### **Packer:**

- Fills back packs with love and age appropriate items.
- Ensures items going into the back pack are of good quality and safe.

### **In Each Backpack:**

The Table Supervisor will have an age specific list of item suggestion.

- 1.) Hat 2.) Gloves 3.) Socks 4.) Gift 5.) Treat bag 6.) Blanket / Stuff Animal 7.) Treat Bags 8.) Hygiene Bag

**Gift Cards:** Gift cards are available for \$40.00. Give the gift of giving *in Honor of* or *in Memory of*, the special people in your life.

## House keeping:

### Location Sponsors:

- Thank you so much to Ed Eggerer of Century 21 for your generosity in assisting us with our Kings Crossing location in Airdrie, AB.
- We appreciate the continued support from Paster Barry and congregation at Corner Stone Church in Calgary, AB.

### Washrooms:

- Kings Crossing; Shift supervisor will have the key, for washroom access at Inches away.
- Corner stone; outside the main door of room.

### Breaks:

- Feel free to take a break. The Shift Supervisor will be able to show you where refreshments and snacks are available. All food and drinks must be consumed in this area.

### In case of an Emergency:

- Relevant health concerns and allergies must be made known to shift supervisor.
- Make note of emergency fire exits in volunteer space. Confirm with Shift supervisor if you feel necessary.
- Greeter is asked to keep a signed in record of all volunteers on site.
- First Aide kits are clearly identified with a red cross.

### Board Member:

Jim McPhee, Nancy McPhee, Sharon , Jan Wregget, Dorothy Halley

Our Mission: *“Rallying our communities and the children within them to help children in need.”*

### Recognition of Contributors:

High Land Moving and Storage Trans Canada Pipe Line Gibson Energy, Phoenix Construction

Families and Staff of Time to Play PreSchool Cornerstone Church Investra; Century 21 Ed Eggerer,

Rocky View School Board ; Sylvia Eggerer, Real Canadian Super Store Fortis Alberta McDonalds Restaurants

Family and Staff of Renfrew Educational Service

## 2009 Agenda of Events:

- November 5, 2009: 1:00pm Kick off for Season at Ecole Edwards Elementary.
- November 21, 2009: 1-4:00pm volunteers gather at Kings crossing to bag hygiene and candies.
- December 4, 2009: Pick up from participating schools in the Rocky View school district, and Renfrew Educational services.
- December 1-14, 2009: Mon-Thurs 6-9:00pm and Saturday 1-4:00pm  
Volunteers' sessions at  
2903 Kingsview Blvd. unit 204 Kings Crossing, Airdrie, AB.
- December 5-13, 2009: Mon-Thurs 6-9:00pm and Saturdays 1-4:00pm  
Volunteers' sessions at  
Corner Stone Church, 1227 48 Ave NE, Calgary, AB.
- December 13, 2009: **Backpacks delivered to Sisika Nation, Piikani Nation, and Metis Nation**
- December 14, 2009: Wind up at Corner Stone Church, 1227 48 Ave NE, Calgary, AB. 6-9:00pm
- December 15<sup>th</sup> 2009: Finale Celebration Cornerstone Church 3:00pm Come celebrate with Stephen's School, pipers, highland dancers and lots of fun! What will this year's final tally be??
- December 17, 2009: **Delivery of Backpacks to Red Deer AB. to reach children of, Drumheller ,AB. McMan Youth, Food Bank, Didsbury- Healthy Families**
- December 18, 2009: Delivery of Backpacks to Hope Mission in Edmonton, AB.
- December 21, 2009: **Delivery of Backpacks to Airdrie Food Bank, Lioness Hamper, Homeless Teens.**
- December 24, 2009: Delivery of Backpacks to Inn from the Cold, Calgary, AB. 10:00am
- May 1 2010: Kick off for Foot Prints Campaign

**Board Member:**

Jim McPhee, Nancy McPhee, Sharon Stacey, Jan Wregget, Dorothy Halley

Do we want to add positions on the Board?

Our Mission: ***“Rallying our communities and the children within them to help children in need.”***

**Contact Us:**

Stephen’s Backpacks Society  
The UPS Store  
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[www.stephensbackpacks.com](http://www.stephensbackpacks.com)