



## **Base Camp On-Site Shift: Gwendolyn Brooks**

*June 19<sup>th</sup>-July 14<sup>th</sup>: Mon-Fri: 11:30AM-12:45PM*

**Gwendolyn Brooks Middle School: 325 S. Kenilworth Ave, Oak Park**

- 1) Please wear your Summer Meals Volunteer or Food Pantry Volunteer t-shirt when volunteering with Base Camp (if you don't have a t-shirt, please contact either Adriana Riano or Lauren Draftz to pick one up).
- 2) Please arrive at Gwendolyn Brooks Middle School (325 S. Kenilworth Ave, Oak Park) **by 11:30AM** to help with set-up.
- 3) Enter through the main door. Identify yourself as an Oak Park River Forest Food Pantry volunteer.
- 4) Check in with the Summer Meals Associate to receive your assignment for the day. Wash your hands and help with setting up the lunch area if needed (lunch starts at **11:45AM**).
- 5) Volunteers at this site will be responsible for assisting the Summer Meals Associate with data collection during the lunch period.
- 6) During lunch service, campers will hand you their card as they pick up a boxed lunch. Please mark the provided list to make sure that every camper who ordered a lunch received one.
- 7) Volunteers will also be responsible for assisting students during lunch service and for helping with snack preparation for the next day.
- 8) All volunteers will help with clean up once lunch service is finished (until 12:45PM)

**Questions? Contact us:**

**Adriana Riano: 708-386-1324 x1104; Lauren Draftz: 708-386-1324x1112**

Updated 5/16/2017