



Base Camp On-Site Shifts: Longfellow

June 19th-July 14th: Mon-Fri: 11:15AM-12:45PM

Longfellow Elementary School: 715 Highland 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 Longfellow Elementary School (715 Highland Ave, Oak Park) **by 11:15AM** 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. There are three different shift assignments available (one playground monitor and two lunch monitors).
- 5) Wash your hands and help with setting up the lunch area if needed (lunch starts at **11:30AM**).
- 6) All volunteers will help with clean up once lunch service is finished.

Playground Monitor:

The playground monitor will help Base Camp staff supervise children outside on the playground during lunch hours.

Lunch Monitor One:

One of the lunch monitors will be responsible for assisting the Summer Meals Associate with data collection. During lunch service, campers will hand the lunch monitor their card as they pick up a boxed lunch. The lunch monitor will mark the list to make sure that everyone who ordered a lunch received one. The lunch monitor will also assist with snack preparation for the next day.

Lunch Monitor Two:

One of the lunch monitors will assist students during lunch service (helping to open packaging, encouraging the kids to eat, helping with transitions). The lunch monitor will also assist in counting the unused food items at the end of the lunch period and with snack preparation for the next day.

Questions? Contact us: Adriana Riano: 708-386-1324 x1104; Lauren Draftz: 708-386-1324x1112