

COVID-19 SendMeMissions Volunteer Instructions

CONTACT INFORMATION

Lead Agency	SendMeMissions, Inc.
Point of Contact	Lori Spinks // dr@sendmmissions.com // 863-800-9654
Partner Agency	Hardee County School District
Point of Contact	LaCheron Conway (Director, School Nutrition Services)

VOLUNTEER CHECKLIST

- Read Volunteer Instructions.
- Review your personal schedule and make a 2 hour commitment for each week.
- Email dr@sendmmissions.com with the days & times you are committing to. Include your Volunteer Registration Form and copy of ID (if you are not an approved volunteer already)
- Show up on your first day of training excited and willing to serve!

VOLUNTEER NEED

Hardee County School District is serving approximately 7200 meals a day (M-F) during school closures due to COVID-19. These meals are distributed both at school sites and via school bus routes. Food Service workers are in need of volunteers to help ensure that children in Hardee County are fed while school remains closed through the end of the 2019-2020 school year.

VOLUNTEER REQUIREMENTS

- Must be at least 16 years of age but no more than 65
 - Parents may bring younger school aged children with them, but can only sign up for curbside (not packaging)
- Physically able to stand for at least 2 hours
- Background Check - if not already an approved volunteer for 2019-2020 school year (see instructions below)
- Minimum Commitment = 2 hours per week
- Must wear t-shirt, pants, and closed toed shoes
- Wear mask & gloves (provided to each volunteer)
- DO NOT attempt to volunteer for any activity if in the last 14 days you have:
 - Been sick
 - Been around anyone who has COVID-19 or has been sick
 - Traveled to any foreign country or to California, Washington, New York, Washington D.C., or Chicago (this list may change on short notice)
 - Been on a cruise or been in an airport
 - Been to an event where more than 50 people were in attendance

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BACKGROUND CHECKS

Background checks are required for all volunteers serving, ages 18 and older. Please follow the steps below to complete a background check with Hardee County School District:

1. Complete Volunteer Registration Form (emailed as attachment)
2. Email Registration Form and very clear picture of ID to dr@sendmemissions.com

**If you do not have access to printing the form or emailing it to dr@sendmemissions.com please notify us and we will accommodate your request.*

VOLUNTEER SCHEDULE

School Site	Task	Days	Times
Hardee Junior High	Training	Available M-F	9am - 11am (2 Hours)
Where Needed	Packaging Food	Needed M-F	8am - 10am (2 Hours)
Where Needed	Curbside Food Distribution	Needed M-F	10am - 1pm (3 Hours)

**Please note days and times may change at any point. You will always be notified of any changes made to your committed schedule.*

TRAINING

Once approved to serve, you will be contacted by an SMM Volunteer. Training is required on your first day of serving. Training can begin on any day Monday thru Friday. This will be held at Hardee Junior High School, 2405 US Hwy 17 North, Wauchula, FL 33873 from 9am - 11am. After training is complete, you will be assigned to your school site based on the current need.

COMMITMENT

During an activation or local state of emergency, it is critical that volunteers understand the commitment they are making with an agency. Volunteers are asked to view their commitment like they would a paid job by practicing the following:

Show up on time	Give it your all	Praise publicly, criticize privately
Call if you can't come in	Respect Leadership	

Thank You

Thank you for serving with SendMeMissions during COVID-19. We appreciate your willingness to serve Hardee County.

SendMeMissions, Inc.
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www.sendmemissions.com/covid