

CHELTENHAM OPEN DOOR

VOLUNTEERS' SHIFT PREFERENCES – CHRISTMAS 2011

If you are interested in helping as a volunteer this Christmas it will help us to plan if you can let us know when you will be available. The accompanying leaflet gives full information but if you need to know more please ring 07504 337624 or email christmas@cheltenhamopendoor.org.uk

We shall be preparing the hall over three days and also clearing up on three days, with various shifts available. The shelter itself will be open over four days when more people will be needed. The table below gives the shift details. During the actual shelter we shall have kitchen shifts (K) and hall shifts (H), which will give more volunteers the opportunity to be involved. As we are very fortunate in obtaining volunteers we may need to limit people to one shift each. *Please tick one box for each shift you are interested in and please circle your first choice of shift. which we shall try to accommodate.*

Please return this form as soon as possible to:

Shirley Brashaw, 10 Pumphreys Road, Cheltenham GL53 8DD

Your Name Telephone number/s
 Address Daytime:
 Evening:
 Post code Email:

1. Preparation Are you able to lift furniture? (please circle) Yes / No

Thursday 22 nd Dec 10am-12.30pm <input type="checkbox"/>	Friday 23 rd Dec 10am-12.30pm <input type="checkbox"/>	Saturday 24 th Dec 10am-12noon <input type="checkbox"/>
---------------------------------------------------------------------	-------------------------------------------------------------------	--------------------------------------------------------------------

2. Shelter itself Is this the first time you have volunteered at the Shelter? (please circle) Yes / No

With the exception of night shifts, we need volunteers for kitchen duty (K) and hall duty (H). Kitchen duty includes preparing, cooking and serving food and washing up. Hall duty includes cleaning, clearing tables, keeping tea and coffee available, serving less mobile guests, helping hairdresser and chiropodist set up and - an important aspect of the shelter - socialising with guests (a chat, game of cards, board game, helping with evening entertainment, etc.). We're hoping that most volunteers will be flexible and willing to be allocated either a hall or a kitchen shift by ticking "H or K - no pref". This will give everyone a greater opportunity to be involved. We hope to have a mix of new and experienced volunteers on each shift. Some shifts are very popular and these shift arrangements will open them up to more volunteers. Please tick one box for each shift you are interested in and circle your first choice of shift.

	Morning	Afternoon	Late Afternoon	Evening	Night
Saturday 24th Dec		12 noon-4pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	4pm-7pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	7pm-10pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	10pm-8am <input type="checkbox"/>
Sunday 25th Dec	8am-12 noon H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	12 noon-4pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	4pm-7pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	7pm-10pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	10pm-8am <input type="checkbox"/>
Monday 26th Dec	8am-12 noon H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	12 noon-4pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	4pm-7pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	7pm-10pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	10pm-8am <input type="checkbox"/>
Tuesday 27th Dec	8am-11am H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>	11am-2pm H or K- no pref <input type="checkbox"/> H only <input type="checkbox"/> K only <input type="checkbox"/>			

3. Clearing up

Tuesday 27 th Dec 2pm-4.30pm <input type="checkbox"/>	Wednesday 28 th Dec 10am-12.30pm <input type="checkbox"/>	Thursday 29 th Dec 10am-12.30pm <input type="checkbox"/>
------------------------------------------------------------------	----------------------------------------------------------------------	---------------------------------------------------------------------