

Blue Santa Volunteer Application Form

Please complete the attached form and e-mail it back to Katie Lust at katherine.lust@ci.austin.tx.us Please read the Important Volunteer Information section and consult the Volunteer Schedule below before completing the Volunteer Application Form. Please be sure to give us 3 volunteer preference times. We will make every effort to schedule your group with your first request. * *REQUIRED INFORMATION PLEASE*

Name of Contact Person *	
Your Company / Agency Name	
Daytime Phone	
Evening Phone	
Cell or Primary Contact Phone *	
Email Address *	
Number of Adults volunteering (over 18) *	
Number of Youth volunteering (under 18) *	
Name of Alternate Contact Person *	
Alternates Phone *	
Alternates E-mail Address *	
Volunteer on Date & Time /1st preference *	
Volunteer on Date & Time /2nd preference	
Volunteer on Date & Time /3rd preference	

****Please see the calendar below or at www.bluesanta.org/volunteer.html to view this year's volunteer schedule****

Important Volunteer Information

(PLEASE READ BEFORE COMPLETING THE VOLUNTEER APPLICATION):

Operation Blue Santa would like to thank you for choosing to participate with us this season. We are working to make sure that everyone who would like to volunteer with Blue Santa has an opportunity to assist. In that effort, we are scheduling volunteer groups for work sessions up to 1 ½ hours each with an approximate gift package assessment for each group. If five or more people are planning to come out and help, you must schedule as a group.

To assist us with our 2010 Volunteer Scheduling we are asking all volunteer groups to...

- Plan rides around your scheduled time slot, drop off and pick-up. (If your group would like to volunteer longer than the 1 ½ hours allotted, please let us know. We will try to accommodate all groups before allotting additional time to any group but we often do have additional needs.)

- Stay for your scheduled time or until your allotted number of gift packages have been completed: – The gift allotment is determined by the number of participants in your group and the scheduled time frame.
- Confirm that we will have work for you to do the *DAY BEFORE* your group is scheduled to arrive you must confirm that we will have work for your group by calling 974-4734. **GROUPS HAVE ARRIVED WITH NO TOYS TO PROCESS SO PLEASE CALL.**
- Plan to **HAVE FUN** helping a neighbor in need! We will have Christmas music and some of the best volunteers in Austin right here in our warehouse after you arrive.

Operation Blue Santa welcomes the help of all volunteers. An adult must accompany all youth under the age of 16. Any group with youth under age **12** will need to have 1 adult per 3 youth. If youth cannot drive and provide their own transportation, an adult must accompany them at all times – **no drop-offs or unattended children.**

Individual Volunteers (not in a group of 5 or more) who wish to volunteer may drop in at their convenience during operation hours. Because of limited space, groups of 6 or more are required to call **(512) 974-4724** or **email us** in advance and reserve a time slot. If you schedule a time slot and are unable to volunteer during this time, please call us at **(512) 974-4724** or **email us** to let us know you will cancel.

Please be sure to wear appropriate clothing and shoes to work in a warehouse environment. No sandals or open toe shoes. Plan to lock your valuables in the trunk of your car and hidden; we do not have locked storage space.

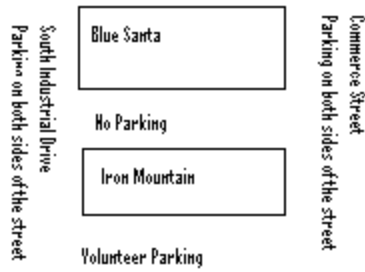
A designated break area with a drink vending machine and water will be available for volunteers; you are welcome to bring your own drinks (closed container) and snacks – and serve in the break area only

PARKING PROBLEMS ARE BIGGER THIS YEAR THAN IN PREVIOUS SEASONS:

Where volunteers should park:

- In the Iron Mountain employees parking lots on either side of the building
- On the streets of either South Industrial Drive or Commercial Drive

****There is VERY LIMITED to NO volunteer parking in the Blue Santa Parking lot due to traffic from neighboring businesses during the day and evenings.****



Reminder to all volunteers:

This is an APD work facility. No Smoking in the Warehouse.

Operation Blue Santa Warehouse is located at 4101 S. Industrial Drive, Suite 260. (Located East of I35 & Ben White - Parking is available on S. Industrial Drive)

Volunteer Schedule

November						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
Closed	Closed	9a-4p 1 hour assignments	9a-4p 1 hour assignments	Holiday	9a-4p 1 hour assignments	Closed
14	15	16	17	18	19	20
Closed	Closed	9a-4p 1 hour assignments	FOOD NIGHT VOLUNTEERS 6P-to close	9a-4p 1 hour assignments	9a-4p 1 hour assignments	Closed
21	22	23	24	25	26	27
Closed	Closed	Closed to Public	Closed to Public	Holiday	Holiday	Chuy's Parade See website for details
28	29	30				
	Closed	12:00p - 8:00p Up to 1-1/2 hr increments				
December						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			12:00p - 8:00p Up to 1-1/2 hr	12:00p - 8:00p Up to 1-1/2 hr	12:00p - 8:00p Up to 1-1/2 hr	Noon - 6:00p Up to 1-1/2

			increments	increments	increments	hr increments
5	6	7	8	9	10	11
Closed	Closed	12:00p - 8:00p Up to 1-1/2 hr increments	12:00p - 8:00p Up to 1-1/2 hr increments	12:00p - 8:00p Up to 1-1/2 hr increments	12:00p - 8:00p Up to 1-1/2 hr increments	Noon - 6:00p Up to 1-1/2 hr increments
12	13	14	15	16	17	18
Closed	Closed	12:00p - 8:00p Up to 1-1/2 hr increments	12:00p - 8:00p Up to 1-1/2 hr increments	12:00p - 8:00p Up to 1-1/2 hr increments	12:00p - 8:00p Up to 1-1/2 hr increments	Delivery Day See website for details
18	19	20	21	22	23	24
25	26	27	28	29	30	31