



Dear Toy Fund Volunteer:

Once again, the Toy Fund is getting ready to assist parents in making their children's holiday a happy one. For many, the Toy Fund makes the difference between a holiday to remember and one of heartache and disappointment. This is the 68th year for this effort. Last year, your assistance in all aspects of the effort made it successful. Volunteers, one and all, contributed to happy holidays for many, many families! Our goal is to start group distribution mid-November. We are already receiving lots of applications! Please complete the enclosed volunteer sheet and return it as soon as possible. Also included a copy of the Toy Fund application for you to share with a community group or neighbor. We need help in the following areas:

Cleaning and setting up the office and warehouse.

Packing Toys: Bagging groups of toys for specific gender and ages. We need many hands for this task beginning in November, Tuesday through Friday.

Gift Distribution: Starting in December, Tuesday through Friday, we'll need volunteers to hand out toys to group leaders and recipients who come in to pick them up.

Manning Special Events – TBD – for example - Maine Red Claws games, Book and Candy Sale, etc.

Cheer: Treats – cookies, brownies, luncheon items -are always welcome! Bring along to share with fellow volunteers. If you can bring treat items, please let us know. The volunteers will be grateful.

Thank you in advance for your energy, enthusiasm and dedication. Your efforts mean so much! Tell a friend about the opportunity to volunteer with this year's Press Herald Toy Fund. They'll be glad you did!

Sincerely,

Kathleen Meade

Executive Director 207-791-6672; PressHeraldToyFund@MaineToday.com

Due to confidentiality, volunteers must be over 18.

Volunteers need three references.

Enclosure: Volunteer Interest Form, Emergency Form & Toy Fund Application



Press Herald Toy Fund Volunteer Interest Sheet

Due to confidentiality, volunteers must be over 18. Volunteers need to have three references.

Please update all info

Name (s) _____

Mailing Address: _____

City: _____ ST _____ ZIP _____

Home Phone: _____ Work Phone: _____

*Email: _____

I am available (circle day(s)* available):

Tuesday Wednesday Thursday Friday

Morning (Starting time 10 a.m.)

Afternoon (Starting time 1 p.m.) Specific Date? _____

* If ONLY available for a specific date and/or time, please let us know and we will try to accommodate you. It is especially important to let us know early. _____

I would like to volunteer in these areas: (please circle all that apply) See letter for notes for description.

CLEANING / SETUP

PACKING / GIFT DISTRIBUTION

CHEER

Working Special Events

WHEN? Day / Evening / Both

Can only work on a specific date? When? _____

Special Notes: _____

Do you have a special connection or story about THE TOY FUND? Please share on back!

Please return, ASAP, to **Press Herald TOY FUND** PO Box 7310, Portland, ME 04112

or bring to Open House, Tuesday, November 8, 1-3.



EMERGENCY INFORMATION (Please Print)

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

In case of an emergency, please contact:

Name: _____ Relationship: _____

Daytime Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Name: _____ Relationship: _____

Daytime Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Special Notes: _____

Reference (Three needed):

Reference Name	Address	Phone
# 1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please return, ASAP, to Press Herald TOY FUND PO Box 7310 Portland, ME 04112



Press Herald Toy Fund Confidentiality Statement

Print Name _____

Date _____

As a volunteer of the Press Herald Toy Fund, I understand that some of my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of the client, to follow office procedure, as outlined, in order to protect privacy, and to act in a professional manner, both to the public and with fellow volunteers.

I further understand that if I am found acting indiscreetly with confidential material or not protecting privacy of a client through my actions, I will be dismissed from my job immediately. I understand this action to be necessary in order to maintain high professional standards for Press Herald Toy Fund.

Signature of Volunteer

Signature of Supervisor

Date

Date

Please return with paperwork.... Thank you!

Press Herald TOY FUND, PO Box 7310, Portland, ME 04112

8/15/2016