

Party Night

~ Volunteer Guide ~

Party Night Overview:

Party Night is a fun evening for art, snacks and games with friends. We do themed Art Parties such as Valentines Day, Everyone's Birthday, Halloween and Beach Party. This is a pretty low-key event. We generally play a movie in the background, pass out coloring sheets and/or another art project, eat snacks like popcorn, fruit and cupcakes and end with a game of bingo.

Volunteer Arrival: 6pm sharp, please. The event goes from 6:30pm to 8pm.

Volunteer End: 8:30pm at the very latest.

Volunteer Duties:

Set Up Jobs: Set up tables & chairs, themed decorations, preparation of art supplies, making up snack plates, filling water cups

Your Jobs During the Event:

#1 – Circulate through the party and assist clients with their art projects, if needed (always ask IF they would like help, then ask HOW they would like your help.)

#2 – Enjoy their company and keep the FUN going! Smile and engage! You are here for them, so please refrain from chatting with your pals, and ignoring the clients. If there is nothing to do in terms of getting supplies or passing out snacks- feel free to just have a seat with a client and pick up a conversation—they look forward to chatting with fun, energetic people every month- this is a big reason they show up!

#3- Passing out snacks/water, making more popcorn, etc.

#4- Helping clients with bingo (making sure that they have checked off the correct squares as they are called out).

Closing up Jobs: clean up debris, put away tables, chairs & craft supplies, pick up trash, sweep floor and take down decorations.

Other important notes:

Office phones are not available: clients and volunteers must use their own cellphones.

Some clients are always asking for more, and wanting things: extra supplies, extra snacks, etc.

We have limited supplies- but always ask! We like to make sure that everyone is having fun, but we also have to be fair to other clients.

If you have ANY doubt, problems or questions whatsoever, ASK first!

If you have any other questions before the party, or you need to cancel last minute, please contact Stephanie: (510)388-2791 | steph@recinc.org