

**Thank you for planning to bring a group of student volunteers to Cradles to Crayons.
We look forward to your visit!**

Volunteers at Cradles to Crayons are a critical part of the work we do – sorting and kitting items for the 300,000 packages we will distribute this year. Bringing your students to volunteer means you are aware of this need. Thank you for this generous support!

Our goal is for our student volunteers to understand how their efforts will help other children in need. We want to ensure we make their time here enjoyable, challenging, and productive.

We need the student group's volunteer work to be undertaken carefully, thoroughly, and with great attention to detail to ensure that our quality standards are maintained. With younger students, the role of the group leader and adult chaperones is particularly important – keeping the children mindfully engaged in their work at the warehouse.

Here are some helpful hints to make certain that your visit runs smoothly:

- ✓ It is our expectation that a **group leader or adult chaperone will take full responsibility for disciplining students for any inappropriate behavior.** Cradles to Crayons staff can not, and will not, discipline students. We're sure you understand the reason for this policy!
- ✓ It is important that the group be fully engaged in its assigned task for the entire shift. **The work that student volunteers perform is critical** to enabling Cradles to Crayons to fill weekly orders for children in need across the Greater Philadelphia region.
- ✓ Based on weekly orders from our human service agency partners, **we will assign students to specific tasks to perform.** Everyone's understanding and support of these assignments is appreciated.
- ✓ Because the warehouse is a new surrounding to students, **we ask that groups maintain a ratio of one adult for every 3-5 children, based on age range.** A C2C team member will communicate your expected ratio when scheduling your visit.
- ✓ Cradles to Crayons will provide any supplies (for example: Simple Green spray, rubber gloves, colored stickers, etc.) that the students might need to accomplish their task, but **we ask your help in monitoring their use of supplies.** These items are expensive, and should be used only for their intended purposes. When the volunteer shift is over, **we ask that all supplies are placed back in their original homes, tables are cleaned, and trash is thrown away.**

We look forward to hosting you and your student volunteers! If you have any questions or concerns please contact our team at VolunteerPhiladelphia@cradlestocrayons.org.

