

RRUUC SHELTER WEEK - March 21-26, 2021

Door Captain Guidance

4 days before your assigned day	* You will be emailed a list of the 15 to 18 volunteers for your assigned day. The list will indicate whether the volunteer is delivering to RRUUC or to the Shelter. It will also show the volunteers' names; food assignments; email addresses and phone numbers.
2 days before your assigned day	* Email all the volunteers on your list, preferably in the morning. Ask them to confirm that (1) they will bring the item on their assigned day and (2) whether they will deliver the food to the RRUUC outdoor drop-off table or to the SHELTER. * If the volunteer says he or she is delivering the food item to the Shelter, and that's not indicated on your volunteer list, please make a note of it and email the new information to Mary Beth and Judi. (mbbowen52@gmail.com and judicroft.z@gmail.com . Also alert us if a volunteer drops out. SUGGESTED EMAIL MESSAGE TO VOLUNTEERS: <i>Hi! I'm helping to coordinate Shelter Week. I need to confirm that on Wednesday, March 24, you will deliver your donation of (a fish dinner entrée for 15) to the RRUUC outdoor drop-off table between 3 and 5 pm. To confirm, please email me a quick "yes – RRUUC table."</i> <i>But if you are delivering your donation to the Interfaith Works Womens SHELTER in Rockville (by 6 pm on your assigned day), please email me a quick "yes – SHELTER."</i> <i>Please respond ASAP. You can also call me at _____. Thank you for helping with Shelter Week!</i> VOLUNTEERS, PLEASE ALSO READ THIS IMPORTANT INFORMATION: LABEL YOUR DONATION: Please mark it with your name and assigned day. RRUUC DELIVERY: The drop-off table will be where it was last year. You will drive past the church's entrance steps, bear right and park near the building's lower level entrance doors / near the green dumpster.) Mary Beth Bowen or Judi Croft will be at the table and will follow social distancing rules. SHELTER DELIVERY: You can deliver your donation to the Shelter any time during your assigned day, starting at 8 am. But the food must arrive at the Shelter by 6 pm. Shelter address: 2 Taft Court, Suite 100, Rockville, Md. 20850. Phone: (301) 770-2413 ext. 0. If it's your first time, be sure to look at the directions. To get to the Shelter's entrance doors, you must drive all the way around the sprawling 2 Taft Ct. building complex. <u>If you are making a Dinner Entree or Hot Vegetables, some important reminders:</u> <i>We need you to prepare TWO pans of food (use disposable aluminum foil pans)</i> <i>* Pan size should be 13" x 9" (no bigger)</i> <i>* All food must be fully cooked</i> <i>* Before transporting the food, please cover each pan tightly with aluminum foil. Use a black marker to write on the foil:</i> <i>> Your name and assigned day</i> <i>> The name of your dinner entrée or hot vegetable dish (and if possible, the main ingredients)</i> <i>> Label the first pan #1 and the second pan #2</i>
Please let us know immediately if:	(1) A volunteer is no longer able to provide the donation or (2) a volunteer says they're going to deliver to the Shelter, and that wasn't indicated on your original list. Please email your confirmation results to Mary Beth & Judi (mbbowen52@gmail.com & judicroft.z@gmail.com . Any questions, call Mary Beth at (202) 615-8541 or Judi at (518) 417-8203. Thank you wonderful Door Captains!