



# Sunny Day Club®

## General information for Volunteers

- Please arrive by 10:30 to sign in and be ready when the Club Members arrive.
- The desk to the left of the Sunny Day Club sign in table, is for the volunteers.
- On that desk will be the following information for the volunteers.
  - Volunteer attendance sheet. Please sign in each time you volunteer
  - Your nametag.
  - The schedule for the day, including your role (buddy or floater). The schedule will also be written on the wipe off board located above the table with the puzzles and activities.
  - Confidential folders for each club member's bio.
- Update your availability on the volunteer schedule, located in the Administrative notebook.
- Our Session has approved, with written permission from the family, that volunteers can transport club members to and from the Sunny Day Club.
- Your volunteer time will end at 2:15 each Wednesday. Before you leave, if you have comments about the day, please record them on the back of the day's lesson plan.
- We will have a monthly volunteer meeting, the 2nd Wednesday of each month at 2:15 pm. The purpose of the meeting is plan the next month's club meetings and review what is going well and how we can make the club a more positive experience for club members and volunteers.