

## **WORKGROUP INSTRUCTIONS AND PERMISSION SLIP**

Dear Work Group Contact Person,

There are two organizations at the Brethren Service Center utilizing volunteer work groups: Material Resources and a greater gift/SERRV International, Inc. Both depend on the support of volunteer work groups to make a meaningful contribution to the people of the world.

**MATERIAL RESOURCES:** The Material Resources warehouse has an ongoing need for volunteers to assist with the processing and quality control of health/hygiene kits as well as processing of additional donated items such as school kits, baby kits & layettes, or soaps and cleaning supplies. Seasonal help is needed with unloading of boxcars and trailers. Volunteers typically stand, or sit depending on the job. Most work is done in a temperature controlled areas. Modest, comfortable clothing and low-heel shoes should be worn. The area allows for a maximum of 25 volunteers. Volunteer hours are between 7:30 a.m. & 4:00 p.m. Mon-Fri. The warehouse is located at the Brethren Service Center Annex, 601 Main Street, New Windsor, Maryland.

**SERRV PRICING & QUALITY CONTROL:** Volunteers are needed to do quality control and packaging for handcrafted articles from artisans in the developing world. They work in a pleasant and comfortable temperature controlled area. Most of the work is done while seated at tables. Small and large groups are welcome. Groups of ten or more may also schedule to work on Saturdays. Normal working hours are 8:00 a.m. to 4:30 p.m. SERRV pricing is located at the lower level of the SERRV building.

You, the Contact Person, are one of the most important links in this process. We greatly appreciate your efforts in making this an effective program. Some important information follows:

During the day there are two 15 minute breaks and 45 minutes for lunch. Groups are encouraged to work all or the majority of this time.

Each department has specific procedures for performing the work. Staff will welcome each volunteer group and go over the guidelines for each task.

If your group divides between Material Resources and SERRV Pricing, the decision should be made before you arrive as to who will work in which area. If you will not be with the group, please ask someone to be responsible to check-in with the supervisor and answer any questions.

A **NO SMOKING** policy is in effect prohibiting smoking in all Center campus buildings.

INSURANCE AND SAFETY RESTRICTIONS dictate that Youth under 14 years of age **may not** be in the work area for any reason. Youth 14 through 17 may work with department-approved supervision. A parent or legal guardian must sign a work permit and this must be given to the department supervisor before the youth will be allowed to work.

A brief orientation and video about the Brethren Service Center can be provided for your group. Please make arrangements prior to arrival through the Conference Center Office.

RESERVATIONS FOR LUNCH are confirmed by the Conference Center Office when the work day is scheduled. Those who plan to work a full day will receive a complimentary lunch ticket from your work area representative. In the event that the workers will work less than 6 (Six) hours, it is customary for them to pay \$4.50 for lunch to their work area representative.

All questions, comments or changes should be directed to:

New Windsor Conference Center  
500 Main Street  
P. O. Box 188  
New Windsor, MD 21776-0188  
(410) 635-8700  
(800) 766-1553

We appreciate your willingness to volunteer and look forward to working with you!

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This signed permission slip must be presented to the Department Supervisor before youth 14 through 17 years of age may work. Youth under 14 years of age may not be in the work area as workers or guests of workers.

My son/daughter \_\_\_\_\_ has my permission to volunteer in Material Resources or the SERRV Pricing department at the Brethren Service Center in New Windsor, Maryland.

I accept all responsibility in the case of accident or injury and release the Brethren Service Center, Material Resources and SERRV International, Inc. of any liability.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian Only