



VOLUNTEER INFORMATION
Brethren Service Center
601 Main St., New Windsor, MD 21776

There are two organizations at the Brethren Service Center utilizing volunteer work groups, Material Resources and SERRV. 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 and soaps. 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 area. 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. and 4:00 p.m. Mon-Fri. The warehouse is located at the Brethren Service Center Annex, 601 Main Street, New Windsor, Md. Contact: Glenna Thompson; 410.635.8797.

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 3:30 p.m. SERRV pricing is located in the warehouse at 601 Main St. The contact is: Barb Warehime; 410.635.8769.

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

Groups are encouraged to work a minimum of 6 hours and hopefully most of the day. There are two 15 minute breaks and 45 minutes for lunch provided by Material Resources or Serrv, depending on where your group works.

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 arriving 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 & 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 permission slip form is provided below.

WAREHOUSE TOUR is available for you and your group. Please let us know prior to your arrival date, so we can put the tour on the schedule.

RESERVATIONS for LUNCH Confirm one (1) week prior to your work date. Those who plan to work a full day will receive a complimentary lunch. In the event that the volunteers will work less than 6 (Six) hours, it is customary for each volunteer to pay \$5.00 for their lunch to their work area representative.

All questions, comments or changes should be direct to:

Material Resources at the Brethren Service Center
601 Main Street
PO Box 188
New Windsor, MD 21776-0188
(410) 635.8797; (410) 635.8795
POC: Glenna Thompson or Loretta Wolf

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



