

What is the orientation process? Schedule a meeting with the volunteer coordinator to go over your availability and interests. Together you will discuss the volunteer handbook and code of conduct. You will watch a short video and become familiar with Switchpoint's operations, resources, and mission statement.

How do I sign in when I get there? We have kiosks at every location. Ask a staff member to show you how. If you prefer to use your smart phone instead, ask the volunteer coordinator about the free time tracking app.

Can my children volunteer? Absolutely! Kids are welcome to help prepare a meal, make sack lunches, help in our garden, organize/clean our community room, and assist with laundry. Children under 15 are NOT allowed to volunteer in our thrift Store, food pantry, or computer lab.

Can I bring a large group to volunteer? Yes! Volunteer in our garden, help with grounds clean up, assist in our thrift store, or organize a donation drive.

Where do I drop off donations? **In-kind donations** such as garbage bags, cleaning supplies, and camping kits can be dropped off at our INTAKE office on the upper level ANYTIME day or night. We are open 24/7. **Move-in kits** can be dropped off to Maren on the lower level Mon-Friday 9 am to 5 pm.

Where do I take my donations for the thrift store? Take your donations to the South side of the store and knock on the door. An associate or volunteer will assist you. Donation hours are Monday-Friday 10:00 am to 5:00 pm and 10:30 to 4:00 pm on Saturdays. We are closed on Sundays. Please DO NOT drop off your donations after hours. If you have any questions, call us at 435.628.9310 X 220