

# Notes for Breakfast Program

## Online Schedule

- working great with everyone signing themselves up
- especially helping to include more occasional volunteers
- blue cells added for people to sign up on full days as fill ins/on call, if needed.
- <https://docs.google.com/spreadsheet/ccc?key=0AqucsdROER2odHFFYWxEbmUxZTdrX2FBYjktTUxxUXc&usp=sharing>
- Volunteers can Right Click to Insert Note and add any extra information or a message.
- we'll start deleting past weeks so the most current is always at the top.
- contact Virginia Doyle with any Web and Info Sharing/Accessibility suggestions and/or questions

## BP Contact form

- is another spreadsheet for contact info, shoppers and on call.
- can be found as a second sheet/tab on the bottom of the Online Schedule.
- check it out and add your contact info and notes on what you are doing and/or can do.

## Filling the Schedule

- Marla Smallwood is posting weekly scheduling reminders with the sharing link, and can be contacted to post a notice to help with scheduling changes.
- i.e. Let Marla know if something came up and you had to remove your name from the schedule on a current week. Or just post it on message board.
- if it's prior to the weekend, just remove your name and Marla will notice the opening when she does her weekly reminder post.
- if it's last minute i.e. the day or night before, volunteers can post a notice that they can't make it, on the facebook group (message board)

- or contact someone from the On Call lists (blue cells) to fill in. This will be especially useful right before a shift. **Everyone's kids get sick and we don't want anyone to feel bad or stuck.**
- Marla Smallwood also has an email list for volunteers who aren't on facebook.
- Volunteers can check the numbers for their scheduled days as they approach and if it still isn't filled after Marla's weekly notifications, someone else could make a post to see if anyone can join them that morning.
- shifts will end up short from time to time. If it looks like you're short by serving time in the mornings, a teacher can help out at the spreading table for a bit. Amy in the office or Gail can help spread the word among teachers that BP may need some help.
- H&S members are often around in the mornings dropping kids off after serving time begins, and pop into the kitchen to see if help is needed, help clean up and/or just chat. Even when we aren't on the schedule, you'll often see one of us there at some point. :)

## Supplies

- now that toast is back we can start using the flip menu with the items being served each day of the week again. The menu will also help occasional volunteers know what to serve. (by the serving window and toaster)
- Serving and Supplies Notes can be left on the calendar on the fridge.
- Check the fridge calendar when you arrive, there may be a note.
- there will be instances when we have to use cheese instead of yogurt, or go through more of something than usual. Just use what's available and have someone from that shift post a notice on the message board if it's a significant amount.
- Check the message board before a shift for any serving notices.
- Check and use the soonest expiry dates first when there are large quantities of an item in the fridge.

- most shoppers have consistent weekly, biweekly or monthly numbers and do counts to adjust for their next purchase when they drop off supplies.
- when shoppers can't make it in to check their items they can post on the message board i.e. "Can someone in tomorrow check \_\_\_\_" or personal message someone scheduled for that day. Trends will develop and partnering will form and evolve as the schedule changes.
- Same can be done when a shopper has supplies to drop off and can't make it in for the morning the item may be needed.
- Shoppers can contact Nicole Johnston Robinson with receipts from purchases.

### Google Docs

- are great tools that everyone can contribute to and collaborate with
- it was suggested that H&S start incorporating these docs for their volunteer sign ups. Please send Virginia Doyle or Jana Weatherbie your suggestions.
- there is also a free Google Drive App you can install on your phone.
- You may need a google account to use the app.
- You don't have to sign up to use and edit the docs on the internet but there are more features available when signed in. If you don't have a google (gmail) account you can sign up using your current email address. Here's how:

#### **1. Go to this link**

**<https://docs.google.com/spreadsheet/ccc?key=oAqucsdROER2odHFFYWxEbmUxZTdrX2FBYjktTUxxUXc&usp=sharing>**

#### **2. Click on Sign In on the top right corner (a new page will open)**

#### **3. Click on Sign Up on the top right corner**

#### **4. Fill in your information ~ except**

**- click "Use my Current Address" and put in the email address you use most**

**- and you can also skip adding your mobile phone number**

## Home and School

- The Breakfast Program is not a H&S committee, but is supported by H&S (many of the same people involved) because H&S wants to see the program continue on past our days with the school, and do well without having to rely on a coordinator.
- September's H&S meeting had a great turn out! We have always been fortunate to have good numbers but here are a few things that may have increased attendance.
  - blog and social media increasing access to information
  - The Breakfast Volunteers meeting
  - the babysitting service
  - "Come when you can." post
  - first of the year is always higher
- What can we do to maintain this attendance? (please give suggestions!)
  - try to cover BP meetings during H&S meetings, unless it's something that will take a lot of time.
  - Promote the computer lab for older kids to hang out in, as well the babysitting service.
  - rearrange set up and seating
    - so everyone can easily see and contribute.
    - make it easier for people to slip into seats closer to the library entrance, so they will feel more comfortable to join us after the meeting has started
    - have someone sitting near the entrance with the sheets to hand out and welcome people arriving during the meeting.
    - they could sit by a table set up near the entrance or have a clipboard for people to sign the attendance sheet for the minutes.
    - please think about it and send us seating and welcoming suggestions if you think of anything.

