

Hello Friends!

Thank you for your interest in volunteering at Bountiful Basket Cologne! We are thrilled and honored to work with the Cologne community as we address food insecurity. We are hopeful to open our doors middle of July – exact date coming soon! This food shelf targets those in need living in the cities of Cologne, Hancock, Benton, San Francisco, and Dahlgren Townships. Individuals and families from nearby communities are welcome to come as well.

The following is some preliminary information as we know it today*. *(Please note: we use the * in that sentence as details are subject to change as we solidify plans. We will keep our website and you updated!)*

- Once open, the hours of operation will be Thursday evenings from 3:30 – 6:30 pm and Fridays from 10:00 am – 2:00 pm.
- The food shelf will be located in the St. Bernard's Catholic School.
- Shopping is available by appointment. *(We are installing our new phone system next week. At that time, we will publish Bountiful Basket Cologne direct phone line)*
- Between the Chaska and Cologne locations, individuals and families are welcome to shop in total two times a month.
- The food shelf will offer a grocery-store experience similar to the Chaska location. This includes food such as grains, protein, fruits and vegetables, dairy and deli, snacks and beverages encouraging healthy choices.

As of right now, we are planning for the following volunteer schedule. That said, we have been operating Bountiful Basket Chaska for 14 years now and trust me – there is constant movement. Especially as we first start in Cologne, we ask everyone for grace and flexibility as we work out what volunteer schedule, positions, etc. work best.

- **Thursday Mornings. Anywhere from 7:30 – 10:30 am (depending on Second Harvest Heartland truck schedule)**
 - Food Truck Receivers: Will need three volunteers to meet the Second Harvest Heartland truck. Volunteers will help unload the pallets of food from outside, bring food inside and put away. Food items include an assortment of frozen, fresh and non-perishable. This is a physical position. Must be able to lift at least 40 pounds.
- **Thursday Afternoon. Shifts will be from approximately 3:00 – 6:30 pm**
 - All positions are scheduled half hour before opening to ensure the space is set up and ready to go for our families.
 - Will need one person for front desk reception. Check shoppers in and assist in filling out paperwork. Answer phones and schedule future appointments.
 - Client Assist: Will need two – three people to help create a friendly atmosphere and assist families during their shopping experience.
 - Warehouse/Shelf Stocker: Will need one to two people to help keep the shelves stocked and to sort and put away any incoming donation.
- **Friday Morning Shift - One. Shifts will be from approximately 9:30 am – 12:00 pm**
 - All positions are scheduled half hour before opening to ensure the space is set up and ready to go for our families.
 - Will need one person for front desk reception. Check shoppers in and assist in filling out paperwork. Answer phones and schedule future appointments.
 - Client Assist: Will need two – three people to help create a friendly atmosphere and assist families during their shopping experience.
 - Warehouse/Shelf Stocker: Will need one to two people to help keep the shelves stocked and to sort and put away any incoming donation.
- **Friday Morning Shift - Two. Shifts will be from approximately 12:00 – 2:30 pm**
 - All positions are scheduled half hour before opening to ensure the space is set up and ready to go for our families.
 - Will need one person for front desk reception. Check shoppers in and assist in filling out paperwork. Answer phones and schedule future appointments.

- Client Assist: Will need two – three people to help create a friendly atmosphere and assist families during their shopping experience.
- Warehouse/Shelf Stocker: Will need one to two people to help keep the shelves stocked and to sort and put away any incoming donation.
- **Flexible Hours**
 - Need a few individuals (great for a family!) to clean the space on a weekly basis. This tends to work as a “job share” by rotating weeks.

All “regular” volunteers must be 16 years+ (or 15+ with an older family member.) We are looking to fill these positions with individuals who can commit to a regular schedule (ie. Every Thursday morning, every other Friday morning first shift, etc.) It is much easier, efficient and friendly to our families to run the food shelf with regular well-trained volunteers.

If this interests you and you have not yet filled out a volunteer application, please do so here:
www.bountifulbasketfoodshelf.org/volunteer.

Note: As we become more settled into our space, we would also love to work with groups who would like to volunteer more on one-time basis. A great opportunity for this is to host a food drive, bring it in, sort and fill the shelves!

Once you have filled out a volunteer application, you will receive a separate email to determine your specific interests. Once it is determined that a schedule works for both you and the food shelf, we will have volunteer specific training on both Thursday, June 29 and Friday, June 30. This will be a good start as additional training will happen “on the job” as well 😊

In the meantime, we have a couple additional opportunities as well:

- **Bountiful Basket Food Shelf Chaska Tours.** If you would like to get a sneak peek at an operating food shelf, come for a tour at our Chaska location. This operating plan for our Cologne site will be very similar to our Chaska location – just a smaller footprint. These tours are scheduled for the week of June 12. To join us on a tour, sign up here: [Bountiful Basket Food Shelf Volunteers: Bountiful Basket Food Shelf - Cologne Set Up! \(signupgenius.com\)](http://Bountiful Basket Food Shelf Volunteers: Bountiful Basket Food Shelf - Cologne Set Up! (signupgenius.com)) If you can't make one of these scheduled times, please let me know and I'll find a time that works for you!
- **Bountiful Basket Cologne Set Up/Clean Up Day!** – We will be hosting a one-day set/up clean-up day on Thursday, June 22. By this date, we are hopeful that all shelving and infrastructure will be ready to go. We could use some extra hands to help fill the shelves and do some deep cleaning. If you are interested and available, please sign up here: [Bountiful Basket Food Shelf Volunteers: Bountiful Basket Food Shelf - Cologne Set Up! \(signupgenius.com\)](http://Bountiful Basket Food Shelf Volunteers: Bountiful Basket Food Shelf - Cologne Set Up! (signupgenius.com))

Lastly, SAVE THE DATE: Saturday, July 8 when the Cologne Lions will graciously host a “Fill the Shelf” community breakfast to benefit Bountiful Basket Cologne! The Cologne Lions invite the community for breakfast and will be asking for food and/or funds to help fill the shelves! And – BAGS! We are going to need a tons and tons of brown and plastic bags for our shoppers!

Please let me know if you have any questions. We are all looking forward to meeting you!

With much gratitude!
 Patti & the entire Bountiful Basket Team