



FREEZIE FRIDAY

VOLUNTEER INSTRUCTIONS

- 1. Please arrive by 2:15pm.** Check-in at the office. If you are the first volunteer to arrive, please grab the PAC KITCHEN KEY and the printed DELIVERY REPORT from the Office. Please proceed to the PAC Kitchen in the Gym.
2. Grab the Freezie buckets in the PAC Kitchen. Each bucket is labelled with the Division number and contains a pair of scissors. Line the buckets against the wall in order of Division.
3. Place the corresponding delivery report in the Division bucket. Use the report to find the total number of Freezies per bucket. Sibling Freezies should also be added to the count. Freezies are in the top shelf of the PAC freezer. The freezies may need to be separated before being put into the buckets.
4. Deliver the bucket to the respective Division rooms by **2:30pm at the latest**. The teachers will take care of handing out and cutting tops off Freezies.

Divisions 1, 2, 3, 4, 5, and 11 - UPSTAIRS
Divisions 6, 7, 8, 9 and 10 - DOWNSTAIRS

5. The buckets will be delivered back to the PAC Bulletin Board area (under the stairs) after they are handed out. Please return extra Freezies and buckets to the PAC kitchen. Then, place next week's Freezies (located on the shelf in the PAC Kitchen) into the freezer. If you have additional time, please rinse and dry buckets and scissors.
- 6. Please return PAC Kitchen Key to the Office.**

Thank you for your help with volunteering! We couldn't do this without your effort!

If you have any questions or need help, please contact the Freezie Friday Lead.

Contact Person: _____