



Title: **HEAD START - SUMMER KIT - COLLECTION PROJECT**
Reports To: Volunteer Specialist
Type: Volunteer Position
Duration: Short-Term Collection Project

Position Summary:

Keep kids cool! Community Action Partnership of Ramsey & Washington Counties serves nearly 1,500 Head Start children yearly. In these early education programs, our team of educator, family advocates and volunteers help youth from ages 3-5 prepare for kindergarten.

Benefits of Volunteering:

Fantastic team-building activity for a group of any size or age. Knowledge that you are helping children thrive!

Essential Functions:

Duties & Responsibilities:

- An individual or group of volunteers will host a collection drive and/or purchase items that will be assembled by that individual/team into kits
- For each collection/assembly effort a minimum of five kits is requested, more are welcome
- Submit a timesheet to the Volunteer Specialist
- If a group, the leader must keep track of the number of volunteers assisting and total hours donated
- Home-made/hand-crafted knitted, crocheted or sewn items are acceptable

Materials to Collect/Purchase: *(all must be new for kids age 3 - 5)*

- Children's Non-Deet Mosquito Deterrent
- Children's Sunscreen
- Summer Hat or Children's Sunglasses (gently used and clean accepted)
- Backpack or re-usable bag to place the items into (one per kit)

Miscellaneous optional items: *(all must be new or gently used and clean)*

- Children's Book/Toy
- Children's Toothbrush & Toothpaste (new only)
- Comb, Hairbands/Barrettes
- Healthy Snack (non-perishable)
- Socks and Shoes
- Stretchy/sweat-pants, Joggers and/or Shorts
- Underwear and/or Potty-Training Diapers

Please DO NOT include any additional items or notes. Thank you!

Qualifications:

Time Commitment:

Time depends upon how many kits that you wish to collect and assemble. This volunteer opportunity can be conducted entirely at your location and delivered to our St Paul office. We may have a room that you can reserve to assemble kits, if needed. If possible, deliver kits by May 15th for us to distribute before the end of the school-year. We will accept kits throughout the summer. Register *before* you begin collecting items and contact us *before* you drop them off.

Location: (drop off kits)

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

REGISTRATION INFORMATION:

Complete a Short-Term Registration Form at www.capr.org/volunteer and email/scan it to volunteers@caprw.org
Questions? Email volunteers@caprw.org or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people’s lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.capr.org to learn more. 2019