



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

**Position Summary:**

Keep kids warm! Community Action Partnership of Ramsey & Washington Counties serves nearly 1,500 Head Start children yearly. In this early education program, our team of educators, 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 or gently used and clean for kids age 3 - 5)*

- Hat & Scarf
- Mittens
- 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)*

- Blanket
- Coat and/or Boots
- Winter Socks and/or Leggings
- Children's Book/Toy
- Children's Toothbrush & Toothpaste (new only)
- Comb, Hairbands/Barrettes
- Healthy Snack (non-perishable)
- Socks and Shoes
- Stretchy/sweat-pants, Joggers 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. 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.caprw.org/volunteer](http://www.caprw.org/volunteer) and email/scan it to [volunteers@caprw.org](mailto:volunteers@caprw.org)  
Questions? Email [volunteers@caprw.org](mailto: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.wa.gov](http://www.capr.wa.gov) to learn more. 2019