

## Steps for Teen Volunteers

### At the Ski Resort:

- Contact the person at your resort who is in charge of the Lost & Found to request a meeting to introduce yourselves as the local Warm Winters Leaders. Warm Winters will provide you with the contact information. Remember, the resort has already agreed to work with Warm Winters!
- At the meeting, set up parameters for clothing donation pickups at the ski resort:
  - How often should you pick up the donations?
  - Where do you park when you arrive?
  - Who do you contact upon arrival?
- Contact ski resort at least once per month to maintain relationship, even if you have not picked up donations recently.
- After each donation is delivered to the shelters, send a thank you letter (template provided), with copies of donation receipts showing where the clothing went.

### At the Homeless Shelter:

- Find at least one local homeless shelter or respite center in your community that directly helps the homeless and/or working poor.
- Identify key contact at the shelter, and set up a meeting with them.
- Tell the shelter about your affiliation with Warm Winters, and set up donation drop-off parameters at the shelter:
  - What days and times do they accept donations?
  - What type of donations do they accept?
  - Do they require that the drop-offs be scheduled ahead?
- Get a donation receipt every time you drop off donations! Be sure that the receipt lists Warm Winters as the donor.

### With Warm Winters:

- Submit names of shelters for approval
- Provide duplicate donation receipts monthly to Warm Winters
- Keep time sheet of your service hours (form provided)-submit monthly
- Track and report donations monthly (form provided)
- Provide proofs for approval of all customized materials using Warm Winter's name or logo
- **Take photos** of your work and submit to us! You never know, you could be highlighted on our website!

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