Host an Evening Activity

Join us in supporting families by hosting an evening activity at the house. Whether that be Arts and Crafts, Self-Care Activities, Game Night (except BINGO), Fitness Activity, etc. This is a great opportunity for a small group of no more than 4 people. Youth and adults are welcome to host an activity.

Arrival Time	Prep Time	Activity Time	Clean Up Time
6:00pm	6-6:30pm	6:30-7:30pm	7:30-8pm

Sign Up:

- We need **1** volunteer to act as the **Group Leader** and register with our VolunteerHub site to reserve a date. The Group Leader must be 18 years of age or older.
- Once the date is reserved, we will reach out with registration instructions for your adult volunteers to sign up. Group Leaders will be able to view who has signed up in VolunteerHub.
- Volunteer Group Requirements:
    - This opportunity is for groups of **up to 4 volunteers.**
    - All volunteers must be **11 years of age or older** with at least one adult group member over the age of 18. Youth volunteers do not need to register and will need to complete a waiver upon arrival. We do not allow volunteers under the age of 11 at this time.
    - There is a monetary commitment for this opportunity. The group is responsible for purchasing all supplies/materials.

Cancellation Policy for Hosting Evening Activities:

Families look forward to activities so please only cancel when absolutely necessary. Please review our cancellation policy below:

- Cancellations within 1 week of the scheduled date:
    If your group needs to cancel, please cancel on VolunteerHub and contact Ashley McCusker (amccusker@ronaldmcdonaldhousegd.org).
    You're welcome to reschedule at a different date.
- Cancellations within 24 hours of activity:
    If your group needs to cancel within 24 hours of your activity, please call the front desk and notify the staff. Please also email Ashley McCusker (amccusker@ronaldmcdonaldhousegd.org).
        Denver House: (303) 832-2667
        Aurora House: (720) 324-2400

Prepare:

- **Ensure all adult volunteers register** and sign up for the event using your group's custom VolunteerHub link. We have important waivers attached to the registration that must be acknowledged prior to the event.

- **Confirm your activity** with the Family Services Coordinator. The Family Services Coordinator can also provide ideas and helpful tips for the activity. Please remember these activities are available for all ages and abilities. Parents also like to participate in activities.
- **Gather and purchase supplies**, enough for 10-15 people. Please note that we can never guarantee how many guests will attend. Any leftover materials/supplies can be made into "kits" for families to take on the go.
    - RMHC can provide access to the following:
        - Coloring utensils: markers, crayons and colored pencils
        - Scissors
        - Colored construction paper
        - Glue: hot glue and regular glue

Day of Instructions:

Arriving to RMHC:

- Please do not arrive earlier than the arrival time listed above, as our space may not be ready for you and staff may not be available to assist you.
- Park anywhere in our parking lot and head towards our main entrance. Go through the first set of doors and wait to gain access through the second set of secured doors (please do not pull on the door).
- Everyone in your group must check in at the front desk by signing in on the iPad to ensure waivers are acknowledged.
- If needed, we will provide you with a cart to bring in supplies.

Preparing and Hosting:

- A staff member or volunteer will direct you to the appropriate space in the house.
- Once you have finished preparing for your activity, feel free to welcome in families, even if it's early.
- Please note, we can never guarantee attendance for activities. Families are busy and may have other priorities.
- Leftover supplies can be made into kits for families to take on the go. RMHC can provide Ziplock bags for the kits.
- Please do not take pictures of guest families during your event. You're welcome to take pictures of your group, setup, and final product.

After Hosting:

- Please clean the space. If you use paint or glue, please make sure it is wiped off the tables and chairs.
- If you made kits, please give them to the staff at the front desk so they can put them out for families.