



Dear Toy Fund Volunteer:

Once again, the Toy Fund is getting ready to assist parents in making their children's holiday a happy one. For many, the Toy Fund makes the difference between a holiday to remember and one of heartache and disappointment. Volunteers, one and all, contributed to happy holidays for many, many families! Our goal is to start group distribution mid-November. We are already receiving lots of applications! Please complete the enclosed volunteer sheet and return it as soon as possible. Our start time each day is 10am and we work until the work of the day is done. Volunteers can stay as long as they are comfortable. Generally volunteers work 3-6 hours on days that they are scheduled.

Roles volunteers fill include:

- Cleaning and setting up the office and warehouse.
- Packing Toys: Bagging groups of toys for specific gender and ages. We need many hands for this task beginning in November, Tuesday through Friday.
- Gift Distribution: We'll need volunteers to hand out toys to group leaders and recipients who come in to pick them up.

Thank you in advance for your energy, enthusiasm and dedication. Your efforts mean so much! Tell a friend about the opportunity to volunteer with this year's Press Herald Toy Fund. They'll be glad you did!

Sincerely,  
Kathleen Meade  
Executive Director 207-791-6672; [PressHeraldToyFund@MaineToday.com](mailto:PressHeraldToyFund@MaineToday.com)

*Due to confidentiality, volunteers must be over 18.*

*Volunteers need three references.*

*Enclosures: Volunteer Interest Form, Emergency Form & Toy Fund Application*

**Due to COVID, we have strict requirements to protect everyone, including the expectation of complete vaccination, limited number of people scheduled, and mask wearing indoors at all time**



## Press Herald Toy Fund Volunteer Interest Sheet

Due to confidentiality, volunteers must be over 18. Volunteers need to have three references. Please update all info

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_

\*Email: \_\_\_\_\_

I am available (circle day(s)\* available):

Tuesday      Wednesday      Thursday      Friday  
(Starting time 10 a.m.)

Specific Date? \_\_\_\_\_

\* If ONLY available for a specific date and/or time, please let us know and we will try to accommodate you. It is especially important to let us know early.

\_\_\_\_\_

Special Notes: \_\_\_\_\_

*Do you have a special connection or story about THE TOY FUND? Please share on back!*

Please return, ASAP, to **Press Herald TOY FUND** PO Box 7310, Portland, ME 04112



**EMERGENCY INFORMATION (Please Print)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

In case of an emergency, please contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Special Notes: \_\_\_\_\_

**References (Three needed):**

Reference Name Address Phone

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return, ASAP, to Press Herald TOY FUND PO Box 7310 Portland, ME 04112

## Press Herald Toy Fund Confidentiality Statement

Print Name \_\_\_\_\_

Date \_\_\_\_\_

As a volunteer of the Press Herald Toy Fund, I understand that some of my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of the client, to follow office procedure, as outlined, in order to protect privacy, and to act in a professional manner, both to the public and with fellow volunteers.

I further understand that if I am found acting indiscreetly with confidential material or not protecting privacy of a client through my actions, I will be dismissed from my job immediately. I understand this action to be necessary in order to maintain high professional standards for Press Herald Toy Fund.

\_\_\_\_\_ Signature of Volunteer/ Date

\_\_\_\_\_ Signature of Supervisor/ Date

Please return all paperwork.... Thank you!

Press Herald TOY FUND, PO Box 7310, Portland, ME 04112