



## Drop-In Volunteer Instructions

1. The Sunshine Supper building is located at 1632 W. Main Street. There is limited parking, so please park behind the Sunshine Supper building on Hart Road. Another parking option is at the Sunshine Place building at 18 Rickel Road.
2. Please arrive before 5pm and enter through the Volunteer Entrance off of Hart Road. You will be done by 7pm.
3. A lead volunteer should be located inside the Volunteer Entrance to greet you. Please tell them that you are a drop in volunteer and they will assign you a volunteer position for the 1<sup>st</sup> or 2<sup>nd</sup> shift.
4. Around 5pm there will be a volunteer meeting in the kitchen. This will explain the logistics of the night.
5. If you are assigned to the 1<sup>st</sup> shift, you will do your volunteer position from 5:30pm-6pm, and then eat with the guests from 6pm-6:30pm. If you are assigned to the 2<sup>nd</sup> shift, you will eat from 5:30pm-6pm and do your volunteer position from 6pm-6:30pm. **Please Note:** Eating with the guests is the MOST IMPORTANT THING you will do all evening. Please read the second page regarding our mission and values. A genuine spirit of hospitality and community has been fostered by all volunteers eating with the guests.
6. At 6:30pm all volunteers are asked to help clean-up. Some clean-up jobs are assigned during the volunteer meeting and if you are able, please volunteer for these jobs. Clean-up typically is complete by 7pm.

### OTHER IMPORTANT NOTES:

- Volunteers must be 16 years of age or older. Youth age 11-15 may serve with an adult.
- Drop in volunteers may come anytime unless there is a group of 4 or more. If you have 4 or more volunteers please contact [sunshinesupper@gmail.com](mailto:sunshinesupper@gmail.com) to schedule a time.
- On occasions, groups have an abundance of volunteers and will not have a volunteer position for you. We apologize if this happens. We recommend you try to find a committee member to see if they can find you a job. Other options are to eat with the guests providing hospitality and then at 6:15pm you can start to bus dishes and at 6:30pm help with clean-up. Please don't be discouraged, and we encourage you to try again as this situation should not happen frequently.



## Mission Statement

In the spirit of hospitality and community outreach, provide a free and nutritious meal for people living in the Sun Prairie area.

### Our Values:

- **Hospitality:** All guests and volunteers who gather at the community supper feel welcome and comfortable.
- **Open door:** Meals are readily served to accommodate all individuals and families in a welcoming, friendly environment.
- **Community:** Meals are prepared together as a community of school, church, civic, and professional volunteers. Volunteers eat alongside those in attendance to meet, greet and serve.
- **Service:** People from all walks of life are united in their desire to freely serve others.

### Plan Overview

**Once each week**, a participating civic organization, church, professional or other group will provide the core components of a free and nutritious meal. Extra and unused food from restaurants, caterers and grocery stores will supplement the meal or be used on a take-out basis.

One goal of the program is to provide a hot meal to individuals and families who would otherwise go without. A second goal is to gather area residents around the dinner table to enjoy friendship and fellowship. Meals will be served *every Monday* from 5:30 – 6:30 p.m. at 1632 W. Main Street in Sun Prairie. The meal serves about 125-175 guests.

For further information go to [www.sunshinesupper.org](http://www.sunshinesupper.org) or contact [sunshinesupper@gmail.com](mailto:sunshinesupper@gmail.com).