



PLANNING A CHILDREN'S ACTIVITY

Thank you for your interest in sponsoring a Children's Activity at The Children's Shelter. Groups are able to visit with the kids and plan activities such as: field trips (with child care staff in attendance), parties, game nights and art projects.

Activities for the shelter can be scheduled anytime during the week (including weekends) between 9am and 9pm. However, to account for a 3pm shift change, we ask that activities end before 3pm or begin at 330pm. All activities must be scheduled at least one week in advance through the Volunteer Coordinator to accommodate the children's daily schedules. Please provide 24-hour notice of cancellation.

The number of visitors is limited to 10 at the downtown emergency shelter. The Cedar St. Shelter is located at 133 Cedar St, SATX 78210 in the historic King William district.

All participants should be 18 years of age or older with a high school diploma or equivalent (including children of volunteers). Each visitor must also sign a copy of our volunteer policies. The volunteer policies require a signature indicating compliance with our volunteer dress code, confidentiality policy, neglect and abuse responsibility statement and a criminal history affidavit. If a visitor is in violation of agency standards, they will not be able to participate in the activity.

If you plan to bring food, please indicate on the request form what you will be bringing and what time it will arrive to ensure proper coordination with kitchen staff. Groups are required to provide enough food for all children and staff (around 70 people). All food must be commercially prepared. Lunch is from 11 to 1230pm and Dinner is from 5 to 630pm.

Due to federal funding, the agency cannot participate in religious activities or accept religious gifts. For children's confidentiality, no photography is allowed in the shelter.

Helpful Hints:

- ❖ Submit the activity request form as soon as possible.
- ❖ Submit the signed volunteer policies before the activity date.
- ❖ The Shelter will provide transportation for field trips.
- ❖ Please let us know of any changes in the activity as soon as they occur.
- ❖ Please sign in and out as you arrive/leave the Shelter.
- ❖ Please be on time.
- ❖ Have fun!

To schedule a children's activity, contact the Volunteer Coordinator at (210) 212-2512 or volunteer@chshel.org