

Frequently Asked Questions – Assembly Day Volunteers

Thank you SO MUCH for volunteering for this year's Basket Brigade!!!
We are looking forward to DELIVERING THANKSGIVING to our local friends and neighbors with your help!!



Be sure to use our hashtag of #DeliveringThanksgiving on social media!

What is the address for Assembly Day?

Assembly Day is at: **Harper College, Wojcik Center: 1200 W. Algonquin Rd, Palatine, IL 60067**

What time should I arrive?

- Please plan on arriving at least 10 minutes before your shift to allow time for parking, etc. We are starting to assemble baskets at 9am.
- Volunteers will be able to leave coats/jackets and personal items in the auditorium while packing if they so choose. Please leave expensive items at home; Harper College and Basket brigade are NOT responsible for lost or stolen items.

Where should I park?

Enter the college campus from South Roselle Road and use Dick Kolze Lane and/or Inner Ring Road to find the Wojcik Center Parking Lot. (You may also enter West Algonquin Road or Euclid Avenue – see map.) Follow the Basket Brigade signs to the building entrance.

How do we check in?

You do not need tickets to enter. This year, we've utilized Zeffy to pre-register everyone and allow only a certain number of volunteers in the building per shift. (Our past volunteers can attest to how busy and crowded it can get!)

I am part of a group, what do I do?

Come on it! Beyond that, it's totally up to you if you want to meet in one spot, take group photos, etc. We've got the usual photo wall, as well as a new Selfie-Station, and Photo Booth Fun!!

How should I dress?

Please dress in layers and wear comfortable shoes. It may be cold outside while walking from the parking lot to the conference center and we don't want you to freeze! It gets toasty inside when we all start hustling and bustling around.

My child is a Scout/Guide/Princess, will they get a patch?

Yes! The first 150 Scouts / Guides / Princesses will receive an official Basket Brigade patch. Be sure to ASK for your patch, as we will not be giving them to every child that attends in order to make sure that we have enough for all our Scouts, Leaders, etc.

Volunteer Hours

If you need someone to sign off on your volunteer hours, simply find any of our Committee and Board Members in bright orange shirts (or sitting in the information booth); we are happy to sign your paperwork.

What does the day look like?

- We will congregate in the conference center with light snacks, coffee, and water.
- As assembly begins, please form orderly lines, grab an empty meal box, and go with the flow (this process moves pretty quickly).
- When you have filled your meal box with non-perishables, deliver it to the tape station. It will be taped up and prepared for tomorrow's deliveries.
- Feel free to get back in line and build as many meal boxes as you can during your shift.
- When your shift ends, kindly grab your personal items from the auditorium and exit the building.

Do I have to deliver the baskets as well?

Not at all. If you are only interested in assembling the baskets, you can do that. Although we will tell you that our volunteers who return for the deliveries often tell us that delivering is the MOST MAGICAL part of the event, because you get to witness firsthand the impact that your volunteerism is having, as you physically hand a basket to a family-in-need. If you would like to deliver a few baskets on Sunday, talk to any of our Committee and Board Members in bright orange shirts, or sitting at the information desk, and we'll instruct you on when and how to deliver the baskets.

Are you still accepting donations?

We are always accepting donations. You may donate in person on Assembly Day, of course. If you would like to make a donation online, you may do so at: <https://www.zeffy.com/en-US/donation-form/basket-brigade-donations>

Other ways you can help throughout the year:

- **Host an Event to Support Basket Brigade** – If your group or organization has an idea for a fundraiser that you would like to do, please reach out to us at info@basketbrigade.net – every little bit helps. Some great examples of this are our annual Board Break-a-thon, bake sales, community events, organize a run for charity, or any other idea that you can think of, let us know, and we can work with you on getting some of our Committee and Board Members out to your event, promote it on our website, social media, etc.
- **Matching Gift Programs** – do you work for a company that offers a Matching Gift Program? Let us know, and we can help you brainstorm on ways to spread the word within your organization to maximize your impact and double your donations!
- **Facebook Fundraisers and Donate Your Birthday** – When you Create a Facebook Fundraiser, for your birthday, or any other time throughout the year, 96% of the donations go straight to Basket Brigade (this year, Facebook started keeping a small %). You can create a Fundraiser in a few easy steps with the link here. <https://www.facebook.com/fund/basketbrigadesuburbanchicago/>
- **Other Ways You Can Help** –
 - Attend our events, watch Facebook and Email for upcoming events.
 - Share our posts – spread the word, invite your friends to like our page, follow us, etc.
 - Join the Team – we are always looking for more people to join our Board and help us plan.

Thank you for your support of the Basket Brigade of Suburban Chicago and The Lorraine M. Walsh Memorial Foundation. We look forward to a fun and impactful day of giving!



Your Basket Brigade Board and Team Members

<http://www.basketbrigade.net/>

<https://www.facebook.com/basketbrigadesuburbanchicago/>

info@basketbrigade.net

SEE BELOW FOR MAPS



