



2018 Packing Weekend - Volunteer Roles

Packing Day - Sunday 9 December 2018

This is the traditional Packing Day and covers sorting and packing the food baskets, wrapping the Christmas Gifts and then preparing the “Baskets” for delivery on the Sunday afternoon.

Please register here if you wish to help pack and deliver or just deliver on the Sunday.

Please note we are looking for volunteers for some important specific roles, please consider if you can help as these are critical roles to the success of Packing Day.

The following are the basic roles required for the Sunday. You may be asked to help out on other roles on the day if your role is quiet.

Volunteer Roles	Description	Number of Volunteers Needed
Packing Day General	<p>You could be involved in gift wrapping, setting up the food & gift lines, decorating boxes, writing on Christmas cards etc. We will try to allow everyone to wrap a few gifts, however we will need to share this around. There are many other activities you can help with.</p> <p>Starts at 9am and goes until all the boxes are packed and ready for delivery. Normally finishes around 12 to 1pm</p>	400
Registration Desks	<p>Starting at 8.00am you will help set up the registration desks (2 are required for both entries) and check that every volunteer has registered and has signed the indemnity form either online or paper copy.</p> <p>You will provide volunteers with a wrist band once registered (and lucky door prize). Finishes around 10am for most. A few will stay on until 10.30am. Once finished you can join the rest of the activities.</p>	10

Dispatch Crew	<p>This is the most critical & important role on Packing Day and we need dedicated and energetic people. You will take the order requests from drivers at their cars and then fill these orders. Each crew will have 5 team members. The quicker and more efficient this process is, the happier our deliverers will be!!! We will have two dispatch points this year so need more dispatch volunteers.</p> <p>Role starts around 10.30am (but feel free to help out on other activities prior to this from 9am) and will go through until around 2 to 3pm (or when all the “Baskets” have all been dispatched. Don't worry you can still deliver. For the Dispatch crew your “Baskets” will be specially stored until you are ready to leave. You will not miss out!!)</p>	32
Deliveries – 725 “Family Baskets” to be delivered	<p>We encourage volunteers to do at least one delivery as this can be a beautiful experience. Ideally if you can make 3 or 4 deliveries then this will help out a lot.</p> <p>You can do packing in the morning and deliveries in the afternoon or just do one of the roles. Deliveries will commence around 12 to 1pm.</p> <p>PLEASE NOTE THAT DELIVERIES WILL ONLY START ONCE ALL THE BASKETS ARE READY FOR DELIVERY</p>	200+ Drivers / Cars Required
Parking Attendants	<p>You will need to be at Packing Day by 7.30am and help set up the parking areas & signs and then direct volunteers where to park if they are delivering or not. Initially finish around 9.30am then help with Dispatch at 11.30am. Coordinating pick up zones. Role finishes after all the boxes have been dispatched (~2/3pm), however, during the quiet periods you can help out on rubbish/card board runs etc.</p>	6
Funsters	<p>Your role on Packing Day is to create some fun for all the volunteers. This includes serving up some sweet treats and water to the volunteers. A fun role meeting all the volunteers.</p>	4
Pretty Patrol / Andy’s Corner	<p>Your role is to help young volunteers color in sheets and decorate the boxes before being dispatched. Lots of fun and a great role if you love working with children.</p>	2
Raffle Coordinators	<p>Organise the raffle prize, sell raffle tickets and then coordinate the draw at 12pm</p>	2
Induction	<p>Committee members to provide an induction to all volunteers</p>	4
Help Desk	<p>You will run the Help Desk which assist volunteers with any inquiries and helping find volunteers work.</p>	3

Set Up Day – Saturday 8 December 2017

Due to the Brisbane Basket Brigade expanding over the last few years we now need the Saturday to set up for Packing Day on the Sunday to ensure it runs smoothly. This year we are again increasing the number of volunteers further for set up and ***if you just want to wrap Christmas gifts then this is the day for you to volunteer.*** We will need to sort and wrap over 50% of our Gifts on the Saturday as we will have over 5000 Christmas gifts in total to wrap over the weekend!!! We also have a large number of Baskets being collected on Saturday afternoon so if you'd love to pack but are unable to deliver then Saturdays Mini Pack is for you!

The following are the basic roles required for the Saturday. You may be asked to help out on other roles on the day if your role is quiet.

Volunteer Role	Description	Number of Volunteers
Truck Loaders & Unloaders <ul style="list-style-type: none"> • Coorparoo • Cannon Hill 	We need fit and healthy volunteers that can help load the truck with our food and gifts from our storage shed at National Storage Coorparoo. Just skip your gym session for the day!!! 8am to 12pm 8am Loading at National Storage Coorparoo 9.30am Unloading at Cannon Hill Anglican College We may need to do two trips this year with the truck as we have two storages	24
Basket Buddies Deliveries and Food Sorters	Take delivery of the Basket Buddies baskets, check what they have in red & green bags and store. Add any additional items on to Food Line. If missing obtain from Food Line. Two three hour shifts 10am to 1pm and 1pm to 4pm	20 for each shift
Gift Wrapping	We want to get a head start this year as a lot of gift sorting and wrapping is required. Two three hour shifts 10am to 1pm and 1pm to 4pm	100 for each shift
Mini Pack	In the afternoon we will be packing up the 175 Homeless Bags, 100 Farmers Baskets and 100 Family Baskets ready for delivery. These will either be picked up on the Saturday or put aside from the rest of the baskets so that they are not mixed up on Sunday. 1pm to 4pm	40

Note: We need to pack up the 175 Homeless Bags, 100 Farmers Baskets and 100 Family Baskets (special delivery) on the Saturday

Large Pickups and Deliveries - Friday, 7 December 2017

On the Friday we receive any large deliveries which need to be completed during business hours.

The following roles are in addition to Committee members that are available to help.

Volunteer Role	Description	Number of Volunteers
Food Pickup	We need a small truck for picking up food donations from the Rocklea Markets, Secondbite and Food Bank. If able to load a pallet and unload this would be an advantage. Otherwise manual loading. We have at least 3 large pick ups	2 to 4
Food & Gift Pick Up Volunteers	You will need to have a large car or SUV/4WD and pick up food and gifts from various locations in Brisbane and deliver to Cannon Hill Anglican College. Needed from around 11am to 4pm	10
Set Up Volunteers	Assist with initial set up and take delivery of the Visy Boxes, Weetbix, Fresh Food and some food & gifts. Required from 12pm to 4pm	6

Basket Delivery to the Homeless

This year we are delivering over 175 food and gift baskets to the Homeless. Due to the difficulties in delivery this will be undertaken by the Committee or experienced BBB Volunteers. We will not call for general volunteers for these deliveries.

Volunteer Role	Description	Number of Volunteers
Deliveries –~175 Homeless “Baskets”	<p>The Homeless deliveries will involve going to one of our partners locations during the week after packing day. Ideally clear stock on Saturday, although some Homeless Bags won't arrive until Sunday.</p> <ul style="list-style-type: none"><li data-bbox="507 689 820 725">• Orange Sky Laundry <li data-bbox="507 846 995 882">• The Big Issue (Random left overs) <p>It is about connecting and hopefully having a conversation.</p>	12 (6 car loads of ~30 Bags)