

Tel - 07846 299 336



Dear friend

Once again Christmas is quickly approaching and we need to prepare for the festive season.

We were pleased with the process changes we made last year and volunteer feedback was positive, so we are keeping to the same format:

INDUCTIONS

- We are limiting induction numbers to 50 per session; these will be allocated on a first come/first served basis
- Volunteers must be 16 or over and can not work at the shelter without attending a 2009 induction
- Volunteers are asked to please bring an item of photo identification to their induction session

SHELTER WORKING

- We will be limiting volunteer numbers to 50 per shift; these will be allocated on a first come/first served basis
- Volunteers are requested to work full shifts – the shifts are 7:00 am to 12:00 noon (breakfast), 12:00 noon to 5:00 pm (lunch), 5:00 pm to 10:00 pm (dinner) and 10:00 pm to 2:00 am (night)
- Our venue for Christmas and the induction sessions will once again be St George's Post 16 Centre, Great Hampton Row, Newtown, Birmingham B19 3JG
- Birmingham Christmas Shelter will not operate a soup run

CHANGES THIS YEAR

- There will be no clothing day – emergency clothing will be distributed throughout the week on an 'as required' basis
- Families will be welcomed but children will not be permitted to enter the main hall

We would be pleased if you would now kindly let us know of your availability over Christmas by completing the following information and email it to us at enquiry@openchristmas.org or, if you would prefer to reply by post, our address is shown below. Due to the volume of volunteer enquiries we receive, please do not telephone us with this information.

Whilst we truly appreciate any commitment you can make, would you please consider working some of the less popular shifts – breakfast and night – together with the setup and clear up days, as this is really where we struggle to find enough man (and woman) power.

INDUCTION SESSIONS

Please tick two boxes only – one for your first choice and one for your second choice. Your allocated session will be confirmed back to you.

	First choice	Second choice
Saturday 5 th December 10:00 am to 12:00 noon	<input type="radio"/>	<input type="radio"/>
Saturday 5 th December 12:00 noon to 2:00 pm	<input type="radio"/>	<input type="radio"/>
Saturday 12 th December 10:00 am to 12:00 noon	<input type="radio"/>	<input type="radio"/>
Saturday 12 th December 12:00 noon to 2:00 pm	<input type="radio"/>	<input type="radio"/>
Wednesday 16 th December 7:00 pm to 9:00 pm	<input type="radio"/>	

Birmingham Christmas Shelter
(formerly Birmingham Open Christmas)
PO Box 5140, STOURBRIDGE, DY8 3TN

Registered charity - 1002891

Tel - 07846 299 336



VOLUNTEER SHIFTS

Please tick the shifts you would like to work, you may choose as many or as few as you like but remember they are now full shifts. Please do not commit to shifts if you are not absolutely sure you can attend – when volunteers do not turn up, for whatever reason, this seriously jeopardises the work of the shelter.

Your allocated sessions will be confirmed back to you.

Tuesday 22nd December								
Setup day	9:00 am onwards		<input type="radio"/>					
Wednesday 23rd December			Lunch	<input type="radio"/>	Dinner	<input type="radio"/>	Night	<input type="radio"/>
<u>Please note</u> the lunch shift starts at 10:00 am on this, the first day								
Thursday 24th December	Breakfast	<input type="radio"/>	Lunch	<input type="radio"/>	Dinner	<input type="radio"/>	Night	<input type="radio"/>
Friday 25th December	Breakfast	<input type="radio"/>	Lunch	<input type="radio"/>	Dinner	<input type="radio"/>	Night	<input type="radio"/>
Saturday 26th December	Breakfast	<input type="radio"/>	Lunch	<input type="radio"/>	Dinner	<input type="radio"/>	Night	<input type="radio"/>
Sunday 27th December	Breakfast	<input type="radio"/>	Lunch	<input type="radio"/>	Dinner	<input type="radio"/>	Night	<input type="radio"/>
Thursday 28th December	Breakfast	<input type="radio"/>						
<u>Please note</u> , the breakfast shift finishes at approximately 2:00 pm when we close the shelter on this, the final day								
Friday 29th December								
Clear up day	9:00 am onwards		<input type="radio"/>					

Please ensure you write your name, address, telephone number and email address on your reply to us. If you are replying by email, you do not need to return this form but please ensure your reply includes all the information we need.

Please do not hesitate to contact us if you have any queries at all; our telephone number is shown at the top of this letter and our email address is enquiry@openchristmas.org

We look forward to seeing you at the induction sessions and to a successful and rewarding Christmas.

With kind regards.

Steve Johal

Steve Johal for
Trustees - Birmingham Christmas Shelter

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