



Welcome to Holiday Express!
Thank you for your interest in volunteering!

Steps to Volunteering at Holiday Express

1. Review the list of opportunities to see what's available – we have a wide variety of great, fun opportunities!
2. Complete online volunteer application indicating your volunteer interests
3. Read our Code of Conduct and sign the Holiday Express volunteer agreement
4. Upon completion of step 1 and 2, we will enter your contact information into our volunteer database. Our primary method of contacting you with general volunteer information is via e-mail.
5. Event **Volunteers**, **Musicians**, and **Warehouse** Volunteers can sign up online for their preferred days / times (see below)
6. If you are interested other opportunities, please reach out to our staff

How Do I Sign Up? *NEW process for 2017 season!*

- This year we are rolling out a new volunteer registration process through www.signup.com
- A separate link will be provided for each specific area – **warehouse, event and musician volunteers** to volunteers by the Holiday Express staff
- Look for an email from us in late September / early October. We will provide you with the specific link you will need to access the system to sign-up, and the date we “go-live” with signups (mid to late October)
- You will be able to personally manage your events and warehouse shifts, read specific information about the event, and you will be able cancel online if your plans have changed. (no need to call the warehouse).
- Corporate and Youth Groups can easily manage their groups – each individual name and email address will be entered, making it simple to generate reports of an individual's personal community service hours.

What are some of the things I can do for Holiday Express?

Check out our complete list of volunteer opportunities on our website. Here are just a few great opportunities.

Warehouse Volunteer – 968 Shrewsbury Avenue, Tinton Falls NJ:

We will serve nearly 27,000 individuals this year at our 100 events, and each person will receive a duffel bag packed with essential items – blanket, socks, hat, gloves, and toiletries. Volunteers join us at our warehouse Monday through Saturday to pack the Holiday Express gift bags from October through December. Volunteers also help us with warehouse organization, moving boxes, taking inventory, housekeeping, and packing and unpacking trucks.

Warehouse hours during the holiday season (mid-October through Dec 24):

- **Monday-Friday 10:00 AM to 12:00 PM**
- **Monday-Friday 3:30 PM to 5:30 PM**
 - **Junior volunteers are welcome – must be 10 years of age or older**
- **Tuesday and Thursday evening 6:00 PM to 8:00 PM**
- **Saturday – 9:30 AM to 12:00 PM**

Corporate groups and youth groups are encouraged to volunteer.

Event Volunteer (Age 18 and older):

We bring a team of volunteers to assist us at each our 100 events. We have an online registration process – and all volunteers must register. Each event has a volunteer Event Manager, who will be your direct contact at the event you have signed up for. Volunteers may not attend an event if they have not previously registered. Volunteer jobs at events include costume characters (Frosty, Grinch, etc.), face painters, “elves” serving food, dancing with clients, and ensuring that everyone has a great time. Bus transportation is provided for most events with pickup at the Marriott Courtyard on Half Mile Road in Lincroft/Red Bank.

Musician / Vocalist (Age 18 and older):

New volunteers are accepted by professional referral only. A musician application must be completed online.

Truck Drivers / Navigators:

We need drivers for our box truck (no CDL required) or van. Please contact our office if you are interested in driving.

Special Fundraising Events:

Our two major fundraisers (Golf Outing and Sunset Benefit Clambake) are successful due to the great volunteers that help us! We need assistance with solicitation of silent auction gifts, distributing flyers, selling tickets, event preparation and planning, and more. Additional fundraisers are sometimes held during the year – and assistance is always appreciated.

Other Opportunities:

While most our efforts are concentrated around the holiday season, Holiday Express staff works year-round, and we have additional opportunities for you to volunteer. Look at our list – the possibilities are endless! If you have a special skill you would like to share, we would love to talk to you!

Holiday Express Staff:

Dawn Bunyon: Director of Development dbunyon@holidayexpress.org

Joe Capriotti: Warehouse Supervisor jcapriotti@holidayexpress.org

Ashley Hadar: Coordinator of Business/Social Media ahadar@holidayexpress.org

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