

## Dear Enquirer

Thank you for your interest in our work.

Please read through the following information carefully, as it is designed to save time for both you and the Soup Kitchen.

We accept both individual and corporate volunteers.

## Information on the Soup Kitchen and Volunteering

### Background and ethos

We are a registered charity (*UK Charity No: 1051770 & US 501(c)3 org – IRS No: DLN 316306043*) funded by personal donations, trusts, corporations, groups and the American International Church.

Our Soup Kitchen provides free food and clothing, but aspires to do even more. In offering our hot meals and friendly environment, we can be a stepping stone to a healthier lifestyle for our guests. We also want connection with our guests, which may not be available to them in any other healthy way, so they leave feeling good - not only because they're full but because of the smiles and care they've received while they've been with us.

We serve our guests in a dignified manner so they want to come back. Within reason, we want it to feel like "home" - a safe, warm place to connect and be cared for.

### Location

The SK is based at the American International Church, 79a Tottenham Court Rd. London W1T 4TD.

### Timing

- The Soup Kitchen is open five mornings a week, Monday, Tuesday, Thursday, Friday and Saturday. We are open for our guests from 10-12. The time commitment for volunteers is from 9:00am - 12:30pm. They must be able to stay until 12.30 and be prepared to clean up.
- We need 4 volunteers each day to help with these chores.

**NB: Every year we close for all of August and the second half of December, so we have never have volunteering opportunities over Christmas.**

### Volunteer rota

We schedule the volunteer calendar 2 weeks in advance of the coming month, so we send out an email to all volunteers mid-month asking them to sign up for the next month, then we produce a master rota. Ideally volunteers should come in at least once a month.

## Eligibility

### Volunteers must be:

1. Aged 18 or over.
2. Available for at least 6 months from registration with the SK, and ideally at least once a month.
3. Contactable by email (we cannot keep in touch by phone or letter).
4. Available for Induction, before actually starting at the SK. (Companies need to send a rep to this).
5. Willing to cover all their own expenses.

### Clothing for volunteers

- We serve outside in a permanent cabin with heaters, but it can be cold in the winter, and volunteers must dress accordingly.
- Health and Safety requires that at all times both male and female volunteers wear hairnets and aprons (both of which we provide).
- If nail varnish is worn, latex gloves must be used (also provided by the SK).
- Volunteers must also wear closed toe leather shoes & full-length trousers.

### Volunteer reliability and punctuality

It is important to know that we really count on our volunteers to arrive at 9am on the day they have signed up for. If they can't make their scheduled date, they must inform us immediately.

NB: The contact person for corporate volunteers needs to take an active role in ensuring that their colleagues are aware of the rota; adhere to it; and find a replacement if they cannot attend.

**If we fall below the minimum of 3 volunteers, we are unable to open on that day, disappointing our guests, who are counting on us.**

As you can probably see, our entire operation is dependent upon volunteers!

### Finally ...

If you can meet all the requirements above, especially regarding reliability, punctuality and clothing, please ask for details of the next Induction Day from our Volunteer Coordinator at [soupkitchenvols@hotmail.com](mailto:soupkitchenvols@hotmail.com)

When you come for Induction, please print off and bring the form at the end of this document. At Induction you will also be asked to provide details of 2 referees.

## Application form for volunteering

*I confirm that I have read 'Information on the Soup Kitchen and Volunteering' found on the Soup Kitchen webpage at [www.amchurch.co.uk/soup-kitchen/](http://www.amchurch.co.uk/soup-kitchen/) and have noted the importance of volunteers' clothing, reliability and punctuality requirements. I also confirm that I meet the following eligibility requirements:*

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5. Willing to cover all their own expenses.

**Full Name:**

**(For corporate volunteers only) Company represented:**

**Postal address:**

**Postcode:**

**Email address:**

**Mobile phone:**

**Signature and date:**

*Please bring this form with you to Induction Day*