

**Table 6-1: Suggestions for Involving Volunteers in Center Activities**

<b>Congregate Meals Program</b>	<b>Programming Activities</b>
Greet/register participants	Order program materials
Send cards	Invite/suggest guest speakers
Write thank you notes	Present a short program
Telephone absentee participants	Lead craft workshop
Suggest potential participants	Make daily announcements
Accompany center manager on home visits	Lead Pledge of Allegiance
Count contributions	Play piano, guitar, etc.
Get out craft/game supplies for the day	Lead singing
Maintain bulletin board	Duplicate handouts
Donate magazines and books	Secure videos and DVDs
<b>Home Delivered Meals Program</b>	Become an exercise leader
Deliver meals	Share computer skills
Prepare tray favors for meals	
Prepare daily meal tray messages	<b>Meal Service Activities</b>
Do daily telephone participant checks	Get out paper supplies
Run errands for participants	Date home delivered meal containers
Assist participant with household tasks	Clean tables before and after meals
Prepare holiday gift baskets	Set table
Assist participants with correspondence	Serve plates
Friendly visits	Prepare coffee/tea
	Sanitize utensils
<b>Maintenance and Decoration of Facility</b>	Wash serving pans/serving counter
Take out trash	Distribute milk/beverage
Sweep floor	Distribute plates
Straighten chairs/room at end of day	Check food temperatures
Prepare table tents	<b>Publicity/Outreach/Fundraising</b>
Make table decorations	Write article for newspaper
Decorate for special occasions	Maintain activity scrapbook
Make minor repairs to center facilities	Suggest potential participants
Bring in flowers or plants	Present programs about center
Paint/wallpaper area	Participate in fund-raisers
Plant flowers outside area	Provide rides to others
Wash windows	Get goods and services donated
Donate furnishings	Help plan special events
Change lights	Prepare posters and flyers