

Meals on Wheels Planning Checklist

Recruit volunteers

At least 1 volunteer for each route per day, 7 days a week.

Brand new volunteers, especially those who may not know Pullman well, should be paired with an experienced volunteer for at least their first delivery.

2 Emergency Contact people (can include yourself) who are available during delivery time (11:15 a.m. – 1:00 p.m.).

Volunteer-reminder person to remind volunteer the day before each is scheduled, either by phone or email.



Prepare volunteer calendar/schedule

Include: volunteers' full names and cell-phone numbers.

Calendar should be written clearly or typed.

Include Emergency Contacts' names & phone numbers.

Screen Volunteers

- a. Background Check Authorization  **Please use current forms!**
b. Confidentiality Agreement  **NO FORMS PRIOR TO 2016 UPDATES** ☺

Each volunteer needs to submit both forms every 2 years.

Forms can be downloaded from our website ▶ WWW.PULLMANCCOA.ORG ◀

Copies are also available at the Bishop Place MoW station.

Mail completed forms prior to the start of your delivery month to:

Nancy Backes, PCCoA Administrator

P.O. Box 1123 Pullman, WA 99163

Train volunteers

Guidelines for Mobile Meals Delivery – give to each volunteer.

*Ask all volunteers to review it **each year** – some details may have changed!*

Route Driving Instructions are available to give to volunteers ahead of time. These are confidential; please only distribute as needed for the smooth operation of the program ☺.

Final step!

COPIES OF YOUR CALENDAR GO TO:

- 1) Bishop Place Meals on Wheels station (hallway by kitchen)
- 2) Admin Coordinator -- Nancy Backes, 334-2667, PullmanComCoA@gmail.com
Or mail to 781 Brayton Rd, Pullman

Thank You

**for the time and care you are investing
in Meals on Wheels!**

Pullman Community Council on Aging

- ◆ Meals on Wheels
- ◆ Senior Chore Service
- ◆ Guide to Senior Services

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www.PullmanCCoA.org
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