

# VOLUNTEER SCHEDULE FOR THE 2009 DAFFODIL TEA

PLEASE MARK ✓ THE TIMES YOU ARE AVAILABLE

We are able to conduct this event thanks to our sponsors and volunteers!

INDOORS and OUTDOORS Quarters C, 832 Walnut Ave.  
Mare Island, Vallejo

	Mon-Thurs. April 20 and 23	Friday April 24	Saturday April 25	Sunday April 26	Days April 27- May 12
Sweep and mop floors; sweep and mop front porch; wash windows; wash dishes and organize kitchen; iron tablecloths; bake cookies at Quarters C or at your home; bake scones at Quarters C	Arrange time that works best for your schedule daytime or evening by calling 707-553-2270	Arrange time that works best for your schedule daytime or evening by calling 707-553-2270	Arrange time that works best for your schedule daytime or evening by calling 707-553-2270	Plan to arrive 9am to work with kitchen staff and table setting, last minute details, etc.	Clean Quarter C; organize tea supplies; wash and iron tablecloths
Pickup plants at nursery; pickup flowers; help select table settings; help decorate rooms; bake cookies	10am-1pm 1pm-5pm	10am-1pm 1pm-5pm 5pm-8pm	10am-1pm 1pm-5pm 5pm-8pm		Return plants to nursery
Table and chair set up; tablecloth, decorations and settings; arrange flowers and distribute; make sandwiches at Quarters C		10am-1pm 1pm-5 pm 5pm-8 pm	10am-1pm 1pm-5 pm 5pm-8 pm		Remove decorations
Prepare food for serving in Quarters C kitchen (work in kitchen only under kitchen manager's direction)			11am-1pm 2pm-5pm	11 am-1pm 2 pm-4:30 pm	Food cleared from kitchen; stored
Serve Tea in Quarters C ( brief training followed by serving and resetting table for next seating)			11am-1:45 pm may served special tea for groups only	10 am-1:45 pm 1 pm-4:30 pm	
Greet at Chapel (check-in at Chapel) (includes free to public 11:15a-12:45p)				9:30 am-12:30pm 12:30pm-2:30 pm	
Silent Auction setup, price, monitor		12:30-4 pm	9 am - 12:30 pm	11:30am-2 pm 2 pm-4 pm	Calls, deliveries of items to high bidders
Tidy team, trash, restrooms, facilities			11:30 am-2 pm	11:30 am-2 pm 2 pm-4:30 pm	
Greeter and Seater at Quarters C			11:00am-12:15 pm	11:00am-12:30pm 2:00 -3:30 pm	Plan next event
Landscape Cleanup; Sweep sidewalks; Sweep and mop front porch; Window Cleaning, Etc.	Arrange time. Call Joyce 707-553-2270				
Parking and Directional Sign Setup and Pickup and Parking Assistance			11am-1:45 pm may served special tea for groups only	9:30am- 12:30pm 12:30 - 3:30pm	

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To volunteer during the week and on other assignments, including mailing, Tea invitation distribution, auction or nursery pickup call or email Joyce. To volunteer for other Mare Island events, email or call Myrna Hayes, [myrnahay@pacbell.net](mailto:myrnahay@pacbell.net), 707-557-9816.

## MAIL THIS FORM TO:

Daffodil Tea-a project of Arc Ecology  
P O Box 1573  
Vallejo, CA 94590

or Fax to: [707] 643-5529

or email to: [light\\_houseliz@yahoo.com](mailto:light_houseliz@yahoo.com)

QUESTIONS: Call Joyce @

[707] 553-2270 or Myrna [707] 557-9816

## CONTACT INFORMATION:

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY PHONE: (\_\_\_\_) \_\_\_\_\_  work  home  cell

SECONDARY PHONE: (\_\_\_\_) \_\_\_\_\_  work  home  cell

E-MAIL

ADDRESS: \_\_\_\_\_