

Seva Schedule October 13, 2018 – September 14, 2019

Teams	Dates	Teams	Dates
Team A Terry & Marsha Dawson Vinod Kumar Sue Sawyers Deepak Agarwal	Oct 13 Dec 1 Jan 26 Mar 9 Apr 27 June 15 Aug 3	Team D Alan OR Sharon Blake Deapak Dogra Susan & Vivek Kulkarni Prerana Kvalvik	Nov 3 Jan 5 Feb 16 Mar 30 May 18 July 13 Aug 24
Team B Eeshani Buddi & Interactors (Appleton North High) Ashok Tannan Sameer Sridhar	Oct 20 Dec 8 Feb 2 Mar 16 May 4 June 22 Aug 10	Team E George & Mary Philip Jane & Peter Mathen Sasi & Sheela Menon	Nov 10 Jan 12 Feb 23 Apr 6 June 1 July 20 Sept 7
Team C Christian Gomez Emily Gomez Sarah & Bleau Schnieder Naomi Dvorachek Maria Martinez Sally Hutsell Bryan & Lex Schafer	Oct 27 Dec 15 Feb 9 Mar 23 May 11 June 29 Aug 17	Team F Shanti or John Joseph Jonathon Sandhya & Sridhar Chitra Gurav	Nov 17 Jan 19 Mar 2 Apr 14 June 8 July 27 Sept 14

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Dear Seva Volunteers:

We extend a very hearty welcome back to all our returning volunteers for another eat year ahead. A hearty welcome to: Eeshani Buddi and Interactors from Appleton North High School; Deepak Agarwal, Sally Hutsell, Bryan & Lex Schafer.

You are the proud new members of a program that enters 26h year of service! Your dedication has been the key.

Thanks for your generous and prompt response. We have seven teams and we have scheduled service leading up to September 14, 2019.

The Entry Procedure

Please note that you need to use PIN CODE to enter the premises as a power lock has been installed. Follow the following procedure:

- a) Enter the number sent to you by email, on the keypad.
- b) Depress the handle after the lock responds with an audible “buzz” to indicate its readiness.
- c) Crank the handle to open the door.

Make sure you lock the door securely before you leave. **Protect your access number carefully and securely.** You still need keys to access the refrigerator, the supplies rooms. These keys are attached to the 3-Ring Binder that has the menu and other information.

Substitutes

- *If you are unable to make it on a scheduled day, please call other volunteers directly to arrange for a swap.*
- Jennifer Graff (920-915-0680) or Ashi Tannan (731-2897) are substitutes. Please check with them in advance for availability.

A few notes worth repeating:

- ❖ The reporting time is **10.00 am sharp**. Both punctuality and regularity is appreciated.
- ❖ Please open the door to the dining hall only at 11:30 a.m. Meals service must stop at 12:30:p.m. sharp.
- ❖ Please make arrangements for substitution or exchange directly with other volunteers. We have found that to be more efficient than centralizing the function.

- ❖ **Unless we specifically list couples as "either or", the assumption is that both will be available. Couples should not assume that only one of them is expected to report.** Please find substitutes if one of you is unable to attend.
- ❖ Please refer to the folders in the kitchen for the menu. **Please complete the logbook in the kitchen by entering your name, affiliation (SEVA), number of hours, number of meals served, number of children etc. This information is crucial for Salvation Army to receive funding from the State and the Federal agencies**
- ❖ No food should be given out due to reported abuses and liability considerations. Please wear gloves and a headgear (a cap or net). Bring your own cap if the one at Salvation Army doesn't fit.

If you have any questions, or suggestions or would like to help us in any other capacity, please contact Sridhar (920-205-4484). Have a wonderful year ahead.

With Best Wishes,

Sridhar, Coordinator
Seva

September 20, 2018