



## **YouthLink Birthday Party Volunteer Guide, PM Party**

**Overview:** The birthday party volunteer groups provide monthly birthday parties for homeless youth at YouthLink. This is perfect for groups of 3-5 people. Volunteers provide cake and ice cream for approximately 50 youths as well as a few small prizes for bingo. YouthLink provides the bingo set, cards, and chips, and all necessary serving utensils for cake and ice cream.

*Please note: All YouthLink volunteers must be 21.*

**Dates & Time:** First Wednesday of every month from 3:30 – 5:30 pm.  
Volunteer groups are welcome to reserve as many months as they wish.

**Number of Volunteers needed:** 5 is a good number but 3 would work as well.

### **Schedule:**

- 4:15 - 4:30 pm - Volunteers arrive and orientation
- 4:30 - 5:30 pm - Volunteers host 3 (or more) bingo games
- 5:30 - 6:00 pm - Dinner provided by YouthLink – Volunteers are encouraged to eat with the youth
- 6:00 – 6:30 pm - Volunteers serve cake and ice cream. Singing Happy Birthday is optional!

### **Company (Volunteers) provide the following:**

- Large Sheet Cake - needs to feed about 30, so 1/2 sheet works well
- Ice Cream – 1 gallon works well
- Three (or more) \$10.00 gift cards from local stores are suggested – Some place with universal appeal like Target
- Trinkets from your company such as pens, lunch bags, candy or anything if they are available. Trinkets are used as consolation prizes or if there is a tie

**Dress Code:** United Way T-Shirts or company logo T-Shirts. Uniformity of dress is not required. Dress comfortably!

**Playing Bingo:** Prepare for organized chaos and have fun!

- Allow the youth to only have 3 or 4 sheets of cards. Any more than 4 cards means that someone has an unfair advantage or slows down the game.
- Play 3 or 4 games depending on how many prizes you have. You can play basic horizontal, vertical or diagonal bingo, 4 corners bingo, “T” shaped bingo, “U” shaped bingo, Square Bingo (Outline the card), or Blackout (fill the entire card) bingo.
- The caller should have a loud voice
- Have fun with it and use your imagination

**Expenses:** If you desire reimbursement from United Way, keep all receipts and submit them to Jeff Moores (jeffrey.moores@gtcuw.org) at United Way.

**Photos and Social Media:** You are encouraged to take photos and selfies, and post them! Take a few minutes to “like” **United Way Arise Project** and **YouthLink MN** on Facebook – and please post a company group photo or a selfie. Short inspiring stories about volunteering are also welcome.

When Arise Project hosts a Birthday Party, United Way also likes to receive any pictures from the event that they can use on their social sites to promote both Arise and YouthLink (Facebook, Instagram, etc).

Send the pics to [jeffrey.moores@gtcuw.org](mailto:jeffrey.moores@gtcuw.org). YouthLink will also take a photo and post it on their social sites and tag Arise. The more postings from various volunteers, the better!

**Location:** 41 North 12<sup>th</sup> Street, Minneapolis, MN 55403

Volunteers are welcome to use YouthLink’s parking lot. Carpooling is recommend, since the parking is limited during the day. If there is no available spot in our lot please check Linden and Chestnut avenues, the 12<sup>th</sup> street or the Minneapolis College parking ramp.