

## Community Team Guidelines

Circles Utah Valley is an initiative whose aim is to assist local families in getting out of poverty and becoming self-reliant. Our participants meet weekly with community volunteers to enjoy a meal together, review their goals, and strengthen their relationships. Community Team is in charge of the meeting logistics and creating a sense of community so that families can move out of poverty and flourish.

**Contact:** (801) 691-5215 [VolunteerConnection@CommunityActionUC.org](mailto:VolunteerConnection@CommunityActionUC.org)

### **Volunteer Options** \*pick one site

**Provo:** Tuesdays from 5:15 pm to 6:30 pm

**American Fork:** Wednesdays from 5:15 pm to 6:30 pm

**Salem:** Thursdays from 5:15 pm to 6:30 pm

### **Schedule**

5:15-5:45 pm Set-Up

5:45-6:15 pm Eat Dinner

6:15-6:30 pm Take-Down

**Special Note:** On the second week of every month, each site holds a community team planning meeting that members are expected to attend. During this meeting, you will make plans and assignments for the upcoming weeks. This meeting will last until 8:00 pm.

### **Your Role:**

- Help each person at the site feel welcome and valued
- Create a celebratory atmosphere for Circle Leader Certifications, Graduations, Milestones, and Holidays
- Set up and take down chairs and meeting supplies as necessary
- Secure In-Kind donations for the meals through friends, family and contacted local businesses
- Attend team meetings on the second week of each month and participate in planning for the site
- Plan Family Fun Nights

\*Circles is housed within Community Action, which is a registered 501 (c) 3 nonprofit.