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OhioValleyVoices.org

Ohio Valley Voices Wish List

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Volunteer Needs:

- **Front Desk** -Volunteers sign up for shifts at our front desk to cover breaks, and assist with filing, mailing, check in visitors and volunteers and general office tasks.
- **Garden** -Volunteers help with maintaining our interior courtyard's gardens
- **On-Site Program**-Volunteers help with naptime, arts and crafts, lunch, and recess. Opportunities to work with children are available as needed.
- **Maintenance**-Volunteers assist with assorted tasks in and around our building that match their skill set and level of expertise. These include, but are not limited to, painting, assembling furniture, making simple repairs, and helping our maintenance staff do specific projects.
- **Events**-Volunteers help plan and execute our Annual Gala, Annual Fall event, and events in the community. A variety of different levels of involvement available to the volunteer.
- **Classroom Prep**-Volunteers assist teachers with copying, laminating, creating teacher and student materials.

Agency Needs:

- Gift cards to restaurants, groceries and stores for monthly volunteer appreciation and volunteer luncheon (in amounts of \$20-25 each)
- Stamps for mailing appreciation notes
- Approved snacks for children
- 3 iPads for children's use
- 4 Computer replacements for staff
- Therapy Materials for therapy rooms
- Office supplies (copy paper, ink, note pads, paper towels, cleaning supplies, laminating film, cardstock index cards, construction paper, file folders)