

CONRAD CENTER SERVING GUIDELINES & INFORMATION

Thank you for assisting Freedom House in serving hot, nutritious meals to those in our community who otherwise might have to go without an evening meal. Below is information you'll need as a volunteer and some basic guidelines to follow while serving. If you should have any questions or concerns while serving, please see one of the staff members on duty.

Volunteers should come in the front entrance and tell the person at the reception desk you are there to volunteer.

Meals are served Monday - Friday. Serving begins at 5:30pm and goes until about 6:30pm depending on the number of people waiting to be served that night. **Volunteers should arrive no later than 5:15 p.m.** You will need approximately **6-8 people**. If you have long hair, please wear it up and out of your face while serving. Gloves and aprons will be provided.

Depending on the time of the month, the weather and other factors, we can serve between 100-150 people each night.

We encourage high school groups to serve at the Conrad Center. Anyone (or group) under the age of 18, must have one adult that is with them at all times. For youth groups there must be at least one adult per three kids. We ask that youth under the age of 12 not come to the facility due to the close proximity to the city jail.

If you are unable to come, please let us know as soon as possible. If it is before your scheduled day, please call the Director of Community Resources at 804.233.4064 ext. 209. If it is the day you are scheduled to serve, please call The Conrad Center at 225.1853 or call Theo Woodson, the program director, at 218.2369.

If any confrontations occur, please notify a staff person and let them handle it. Do not get involved! Our guests occasionally act or speak inappropriately, and the staff person in charge is trained to deal with it in the appropriate manner. Please, do not give guests any money. If they say it is for bus fair, please direct them to a staff person.

Unless otherwise directed by staff, guests can only receive one serving.

To protect the privacy of our guests we ask that you not bring cameras to the facility.

Incident Weather: If you find that your group cannot come to serve the evening meal on your scheduled day do to bad weather, please call The Conrad Center at 225.1853 or call Theo Woodson at 218-2369 to let the staff know as soon as possible so other arrangements can be made.

Should you have any questions prior to your serving date,
please call Christy Ellis at 233.4064 ext. 209 or via email at cellis@freedomhouserichmond.org.

**DIRECTIONS TO THE CONRAD CENTER
1400 OLIVER HILL WAY
RICHMOND, VA 23219
804.225.1853**

From Points North:

Take 95 South to downtown Richmond. Take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17th Street Farmer's Market (on your left) to the next stoplight and turn left onto 18th Street. Go straight on 18th Street. When you get to the corner of Broad Street and 18th Street, stay in the middle lane to continue straight on 18th Street. After passing the McDonald's on the corner, stay on 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points South:

Take 95 North to downtown Richmond. Take the Broad Street East exit. The ramp exits onto Oliver Hill Way (formerly 17th Street), which is one-way South at this point. Follow it two blocks to the first traffic light, which is Broad Street. Turn left and go one block to the next toplight, which is 18th Street (there is a McDonald's on the corner). Turn left onto 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points West:

Take 64 East until it merges with 95 South. Take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17th Street Farmer's Market (on your left) to the next stoplight and turn left onto 18th Street. Go straight on 18th Street. When you get to the corner of Broad Street and 18th Street, stay in the middle lane to continue straight on 18th Street. After passing the McDonald's on the corner, stay on 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

From Points East:

Take 64 West. When crossing the Shockoe Valley Bridge get in the left lane. After the bridge, you will take Exit 190 on the left and merge onto Interstate 95 South. After merging onto 95S stay in the right lane because you will take the Franklin Street exit (Exit 74B). At the bottom of the exit ramp there is a stoplight, go straight through the stoplight towards Main Street. Turn left at the stoplight onto Main Street (Main Street Station will be on your left). Pass the 17th Street Farmer's Market (on your left) to the next stoplight and turn left onto 18th Street. Go straight on 18th Street. When you get to the corner of Broad Street and 18th Street, stay in the middle lane to continue straight on 18th Street. After passing the McDonald's on the corner, stay on 18th Street and go to the second stoplight. The Richmond City Jail will be on your right and the Oliver Hill Courts Building will be on your left. At this stoplight make a U-turn and go about a half a block. The Conrad Center is on your right. The entrance to the parking lot is after you pass the building.

CSL

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Christ Church
3 7th Street Christian	4	5	6	7	8	9 Southside Baptist
10 Tuckahoe Presbyterian	11	12	13	14	15	16 Good Shepherd Episcopal
17 St. Martin's	18	19	20	21	22	23 Chester Christian
24 Manakin	25	26	27	28	29	30
31 New Life Methodist Church						

CSL

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Christ Church
3 7th Street Christian	4	5	6	7	8	9 Southside Baptist
10 Tuckahoe Presbyterian	11	12	13	14	15	16 Good Shepherd Episcopal
17 St. Martin's	18	19	20	21	22	23
24 St. Matthias	25	26	27	28		

CSL

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Christ Church
3 7th Street Christian	4	5	6	7	8	9 Southside Baptist
10 Tuckahoe Presbyterian	11	12	13	14	15	16 Good Shepherd Episcopal
17 St. Martin's	18	19	20	21	22	23 Chester Christian
24 Manakin	25	26	27	28	29	30
31						

CSL

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 Christ Church
4 7th Street Christian	5	6	7	8	9	10 Southside Baptist
11 Tuckahoe Presbyterian	12	13	14	15	16	17 Good Shepherd Episcopal
18 St. Martin's	19	20	21	22	23	24
25 St. Matthias	26	27	28	29	30	

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1</i> Christ Church
<i>27</i> 7th Street Christian	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i> Southside Baptist
<i>9</i> Tuckahoe Presbyterian	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i> Good Shepherd Episcopal
<i>16</i> St. Martin's	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i> Chester Christian
<i>23</i> Manakin	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>
<i>30</i>	<i>31</i>					

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 Christ Church
6 7th Street Christian	7	8	9	10	11	12 Southside Baptist
13 Tuckahoe Presbyterian	14	15	16	17	18	19 Good Shepherd Episcopal
20 St. Martin's	21	22	23	24	25	26
27 St. Matthias	28	29	30			

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 Christ Church
4 7th Street Christian	5	6	7	8	9	10 Southside Baptist
11 Tuckahoe Presbyterian	12	13	14	15	16	17 Good Shepherd Episcopal
18 St. Martin's	19	20	21	22	23	24 Chester Christian
25 Manakin	26	27	28	29	30	31

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 7th Street Christian	2	3	4	5	6	7 Christ Church
8 Tuckahoe Presbyterian	9	10	11	12	13	14 Southside Baptist
15 St. Martin's	16	17	18	19	20	21 Good Shepherd Episcopal
22 St. Matthias	23	24	25	26	27	28
29	30	31				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Christ Church
5 7th Street Christian	6	7	8	9	10	11 Southside Baptist
12 Tuckahoe Presbyterian	13	14	15	16	17	18 Good Shepherd Episcopal
19 St. Martin's	20	21	22	23	24	25 Chester Christian
26 Manakin	27	28	29	30		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<i>1</i>	<i>2</i> Christ Church
<i>3</i> 7th Street Christian	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i> Southside Baptist
<i>10</i> Tuckahoe Presbyterian	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i> Good Shepherd Episcopal
<i>17</i> St. Martin's	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>
<i>24</i> St. Matthias	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>
<i>31</i>						

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i> Christ Church
<i>7</i> 7th Street Christian	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i> Southside Baptist
<i>14</i> Tuckahoe Presbyterian	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i> Good Shepherd Episcopal
<i>21</i> St. Martin's	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i> Chester Christian
<i>28</i> Manakin	<i>29</i>	<i>30</i>				

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 Christ Church
5 7th Street Christian	6	7	8	9	10	11 Southside Baptist
12 Tuckahoe Presbyterian	13	14	15	16	17	18 Good Shepherd Episcopal
19 St. Martin's	20	21	22	23	24	25
26 St. Matthias	27	28	29	30	31	