

SVDP Alameda Conference - Responsibilities

Home Visits

- Check SVDP Call-In Recorder for Client referrals or requests (510-995-9471)
- Input Client information to database, open Action Item and print out Client referral form
- Respond to client calls or referrals with phone call and home visit (if required)
- Provide appropriate response to Client needs and resource information
- Update referral form, update database and close Action Item.

Bundle Sunday

- Twice a year SVDP puts a trailer in church yard to collect donations for Bundle Sunday

Provide Food

- Purchase and store food for distribution to Clients
- Check SVDP Call-In Recorder for client calls
- Distribute food as needed to clients

Client Financial Assistance

- Temporary Lodging/Partial Rent
- Transportation/Bus Fare
- Furniture/Bedding
- Clothing
- Utility Bills

Volunteer at SVDP Dining Room (Oakland)

- Some weekly volunteers from Parish
- Parish provides volunteers on assigned Saturday two times per year

5th Sunday Collections

- SVDP members at doors after all Masses with collection baskets on 5th Sundays

Collect Church Poor Box Donations

- Collected once a week from Church poor boxes and deposited by Treasurer in bank

Monthly Conference Meetings

- Conference meets the 4th Tuesday of the month at 7:00am for one hour in Rectory
- Spiritual Advisor starts and ends meeting with prayer
- Treasurer provides monthly Treasurer Report
- Secretary takes minutes that document highlights of meeting and any commitments, agreements, actions and scheduled events. Provides minutes from last meeting (email or paper)

Attend Monthly SVDP District Meetings in Oakland

Submit Annual on line SVDP Conference Report to SVDP District (Alameda County)

- Completed by Treasurer with input from members.
- Reviewed and approved by President prior to submission
- Treasurer submits on line Conference Report to SVDP District

Thanksgiving turkeys and food boxes

- Provide turkeys and food boxes to identified parish families at Thanksgiving