



# Simple Instructions for Weekly Office Ice Cream Social:

Sharing a short weekly break time together, even for 15 minutes, is a fun and simple way to raise funds for Care Camps AND give your workplace culture a boost! Research shows these types of activities build team cohesion, and short breaks are proven to increase productivity.

- 1) Pick a day of the week & time to hold your ice cream social each week, usually 30 minutes in mid-afternoon. Using the poster design template provided on [www.carecamps.org](http://www.carecamps.org), print out posters to hang up around your location that show the day and time, especially in the break room and by the time clock. Having it at the same day and time each week makes it easy to remember!
- 2) Utilizing the "Volunteer Sign Up Form" provided, have 3 volunteers sign up for each week to scoop ice cream, take donations, and clean up.
- 3) Purchase supplies, including: bowls, spoons, napkins, ice cream, as well as an assortment of toppings and syrup. Chocolate, butterscotch, and caramel are great, as are crumbled up candy bars! Have fun with different toppings. Make sure to offer a dairy free/gluten free ice cream option for allergies so that everyone is included.
- 4) Set up an area for those scooping the ice cream and another area for toppings/syrup. For easy cleanup later, put down newspapers or other covering.
- 5) Hang a list of the ice cream flavors up high so your team can see the flavors and decide what they want *before* they get to the table. This speeds up the process and helps avoid needing to repeat the flavors to each person.
- 6) Have the first volunteer take the cash (suggested donation \$5 per bowl) with a cash bag to make change. Put all donations in a Care Camps donations jar while the other two volunteers are scooping. Note: ALWAYS wear rubber gloves for scooping!
- 7) Let the guests put their toppings and syrup on themselves. Make certain you put a spoon in each of the toppings so there is no cross contamination! Keep toppings in resealable containers for easy storage.
- 8) Place the spoons and napkins at the END of the line after the toppings so they do not cross contaminate.
- 9) Have fun and repeat weekly and watch your team's faces light up on "ice cream day"!
- 10) Count the cash from the sales and deduct the cost of the supplies. Remit the balance to Care Camps at the end of each month.

## Helpful Hint:

Don't forget to ask local distributors for a donation/discount on the ice cream! You can use your "What is Care Camps" info card to help share what Care Camps is about. Discounts are almost always available, and they may be able to deliver as well. Consider a dedicated ice cream freezer to make setup a breeze!

**Help your team celebrate your success by marking your donations on the Care Camps thermometer every month when you send in your donation!**

Care Camps  
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**Questions? Ideas? Call or text Jennifer at 406-671-0447 or email [JMercer@KOACareCamps.org](mailto:JMercer@KOACareCamps.org)**