

Welcome Volunteers!

We want to welcome you to volunteer at Busy Hands of Michiana. We are an all-volunteer, 501-c 3 non-profit agency. We sew, knit and crochet over 80 products that we distribute free of charge to over 100 agencies in 9 counties of Northern Indiana and Southwest Michigan. We provide products of therapy, comfort and warmth to agencies, therapists, nursing homes, homeless shelters, cancer treatment and hospice centers and others serving people of all ages who are dealing with a variety of life challenging situations.

We are a fun group and want you to have a pleasurable experience while working with us. Please feel free to ask questions about what we do at Busy Hands.

Business Hours: We are open from 8:30 am to 12:30 pm, Monday through Thursday. We are closed major holidays. If the South Bend Schools are closed due to weather conditions, Busy Hands will be closed as well.

Building Entrance: Enter at the door at the rear of the south parking lot. Push the button on the call box to announce you are here for Busy Hands and be buzzed in. We are on the lower level. There is a chair lift for those who need assistance with stairs. Volunteers may work at home or come into the facility. We will provide materials for your work at home.

Sign In: Volunteers who come into Busy Hands on a regular basis have their name on a sign-in sheet near the door. We ask that you sign in and out each time you are here. A record of volunteer hours is important in applying for grants.

Volunteers Working from Home: We supply the yarn and materials needed to work at home for those wishing to do so. We need volunteers to sew, knit, crochet, cut, stuff and various other tasks. If you work from home we need you to fill out a form recording your hours of work. There is a pdf below to print the form, or pick some up at Busy Hands. We know it is sometimes hard to accurately track your time, so an estimate is OK. Perhaps, for example, keep track of the time it took to knit 1 hat and make a note of that. It would be easier in the future to figure your hours on 6 hats when you have a record of the time it took to do one. Turn in your work hours when you bring in your finished items or pick up supplies.

Important Message for All Volunteers:

In applying for grants we must record the number of active members and the number of hours worked. Active members are considered to be those who have turned in an average of **3** hours per week. We need your help by turning in your times sheets on a regular basis.