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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 will 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 to 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 or your scheduled day until 4:30 p.m., please call the Director of Community Resources at 804.233.4064 ext. 209. If it is after 4:30 p.m. 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.

Inclement Weather: If you find that your group cannot come to serve the evening meal on your scheduled day due to bad weather, please call Christy Ellis at 233-4064 ext 209, The Conrad Center at 225.1853 or Theo Woodson at 218-2369 in that order 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



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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 Farmers 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 McDonalds 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 McDonalds 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 Farmers 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 McDonalds 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 Farmers 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 McDonalds 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.



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January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 St. Gertrudes	3 St. Mary's Catholic Church	4 St. Mary's Catholic Church	5 Christ the King	6 NEEDS TO BE FILLED	7
8	9 Virginia Credit Union	10 Capital One	11 St. Michael's Episcopal	12 Bon Air Presbyterian	13 Church of Epiphany	14
15	16 Grace Covenant Presbyterian	17 Markel Agency	18 St. Andrew's Church	19 St. Paul's	20 Federal Reserve Bank	21
22	23 Church of The Redeemer	24 St. August ⁿ e Catholic Church	25 Atlee Community CHurch	26 St. Michael's Catholic	27 NIGHT FOR INDIVIDUALS FULL	28
29	30 Southminster Presbyterian	31 Holy Rosary				

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 NEEDS TO BE FILLED	2 Christ the King	3 Gayton Baptist Church	4
5	6 St. Gertrudes	7 St. Mary's Catholic Church	8 VHDA	9 Bon Air Presbyterian	10 Church of the Epiphany	11
12	13 Sacred Heart	14 Hanover Church Of Nazarene	15 Collegiate	16 Hopewell UMC	17 Federal Reserve Bank	18
19	20 NIGHTS FOR INDIVIDUALS	21 Virginia Farm Bureau	22 Atlee Community Church	23 Mayor Leadership Council	24 St. Patrick's Church	25
26	27 Church of the Redeemer	28 Holy Rosary Catholic Church	29 Mayor Leadership Council			

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Christ the King	2 Chester Christian	3
4	5 St. Gertrudes	6 St. Mary's Catholic Church	7 St. Mary's Catholic Church	8 Bon Air Presbyterian	9 Church of Epiphany	10
11	12 Virginia Credit Union	13 Capital One	14 St. Michael's Episcopal	15 St. Paul's	16 Federal Reserve Bank	17
18	19 Grace Covenant Presbyterian	20 Markel	21 St. Andrew's Church	22 St. Michael's Catholic	23 NIGHTS FOR INDIVIDUALS FULL	24
25	26 Church of the Redeemer	27 St. Augustine Catholic Church	28 Atlee Community CHurch	29 Southminster Presbyterian	30 Poplar Springs	31

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 St. Gertrudes	3 St. Mary's Catholic Church	4 NIGHTS FOR INDIVIDUALS 2 slots open	5 Christ the King	6 Gayton Baptist Church	7
8	9 Sacred Heart	10 Hanover Church Of Nazarene	11 St. Michael's Episcopal	12 Bon Air Presbyterian	13 Church of Epiphany	14
15	16 Vanessa Jones	17 Virginia Farm Bureau	18 Collegiate	19 Hopewell UMC	20 Federal Reserve Bank	21
22	23 Church of the Redeemer	24 NIGHTS FOR INDIVIDUALS FULL	25 Atlee Community Church	26	27 St. Patrick's Church	28
29	30 Southminster Presbyterian					



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May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 St. Mary's Catholic Church	2 St. Mary's Catholic Church	3 Christ the King	4 Markel	5
6	7 St. Gertrudes	8 Capital One	9 St. Michael's Episcopal	10 St. Michael's Episcopal	11 Church of Epiphany	12
13	14 Virginia Credit Union	15 NIGHTS FOR INDIVIDUALS 2 slots open	16 St. Andrew's Church	17 St. Paul's	18 Federal Reserve Bank	19
20	21 Grace Covenant Presbyterian	22 St. Augustine Catholic Church	23 Atlee Community CHurch	24 St. Michael's Catholic	25 Mr. Sinai	26
27	28 Church of the Redeemer	29 Holy Rosary	30 St. Michael's Catholic Church	31 Southminster Presbyterian		

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Gayton Baptist Church	2
3	4 NEEDS TO BE FILLED	5 St. Mary's Catholic Church	6 Ferguson Family	7 Christ the King	8 Church of Epiphany	9
10	11 Sacred Heart	12 Hanover Church Of Nazarene	13 St. Michael's Episcopal	14 Bon Air Presbyterian	15 Federal Reserve Bank	16
17	18 NIGHTS FOR INDIVIDUALS 8 slots open	19 Virginia Farm Bureau	20 ON HOLD	21 ON HOLD	22 St. Patrick's Church	23
24	25 Church of the Redeemer	26 ON HOLD	27 Atlee Community Church	28 NIGHTS FOR INDIVIDUALS 4 slots open	29 Poplar Springs	30



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July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 ON HOLD	3 St. Mary's Catholic Church	4 St. Mary's Catholic Church	5 Christ the King	6 NEEDS TO BE FILLED	7
8	9 Virginia Credit Union	10 Capital One	11 St. Michael's Episcopal	12 St. Michael's Episcopal	13 Church of Epiphany	14
15	16 Grace Covenant Presbyterian	17 Markel	18 St. Andrew's Church	19 St. Paul's	20 Federal Reserve Bank	21
22	23 Church of the Redeemer	24 St. Augustine Catholic Church	25 Atlee Community Church	26 St. Michael's Catholic	27 NIGHTS FOR INDIVIDUALS 2 slots open	28
29	30 Southminster Presbyterian	31 Holy Rosary				

August 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Vanessa Jones	2 Christ the King	3 Gayton Baptist Church	4
5	6 NIGHTS FOR INDIVIDUALS 8 slots open	7 St. Mary's Catholic Church	8 St. Michael's Episcopal	9 Bon Air Presbyterian	10 Church of Epiphany	11
12	13 Sacred Heart	14 Hanover Church Of Nazarene	15 Hopewell UMC	16 ON HOLD	17 Federal Reserve Bank	18
19	20 Joshua Gerald	21 Virginia Farm Bureau	22 Atlee Community Church	23 NIGHTS FOR INDIVIDUALS 7 slots open	24 St. Patrick's	25
26	27 Church of the Redeemer	28 ON HOLD	29 St. Michael's Catholic	30 Southminster Presbyterian	31 Poplar Springs	



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September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 ON HOLD	4 St. Mary's Catholic Church	5 St. Mary's Catholic Church	6 Christ the King	7 ON HOLD	8
9	10 Virginia Farm Bureau	11 Capital One	12 St. Michael's Episcopal	13 St. Michael's Episcopal	14 Church of Epiphany	15
16	17 Grace Covenant Presbyterian	18 Markel	19 St. Andrew's Church	20 St. Paul's	21 Federal Reserve Bank	22
23	24 Church of the Redeemer	25 St. August ⁿ e Catholic	26 Atlee Community	27 St. Michael's Catholic	28 NIGHTS FOR INDIVIDUALS 3 slots open	29
30						

October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 St. Gertrudes	2 St. Mary's Catholic Church	3 Joshua Gerald	4 Christ the King	5 Gayton Baptist Church	6
7	8 Sacred Heart	9 Hanover Church Of Nazarene	10 St. Michael's Episcopal	11 Bon Air Presbyterian	12 Church of Epiphany	13
14	15 Vanessa Jones	16 Virginia Farm Bureau	17 Collegiate	18 Hopewell UMC	19 Federal Reserve Bank	20
21	22 Church of the Redeemer	23 NIGHTS FOR INDIVIDUALS 2 slots open	24 Atlee Community Church	25 Ferguson Family	26 St. Patrick's	27
28	29 Southminster Presbyterian	30 Holy Rosary	31 St. Michael's Catholic			

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Christ the King	2 Chester Christian	3
4	5 St. Gertrudes	6 St. Mary's Catholic Church	7 St. Mary's Catholic Church	8 Bon Air Presbyterian	9 Church of Epiphany	10
11	12 Virginia Credit Union	13 Capital One	14 St. Michael's Episcopal	15 St. Paul's	16 Federal Reserve Bank	17
18	19 Grace Covenant Presbyterian	20 Markel	21 St. Andrew's Church	22 St. Michael's Catholic	23 NIGHTS FOR INDIVIDUALS FULL	24
25	26 Church of the Redeemer	27 St. Augustine Catholic Church	28 Atlee Community CHurch	29 Southminster Presbyterian	30 Poplar Springs	

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 St. Gertrudes	4 St. Mary's Catholic Church	5 NIGHTS FOR INDIVIDUALS 8 slots open	6 Christ the King	7 Gayton Baptist Church	8
9	10 Sacred Heart	11 Hanover Church Of Nazarene	12 Collegiate	13 Bon Air Presbyterian	14 Church of Epiphany	15
16	17 NIGHTS FOR INDIVIDUALS 6 slots open	18 Virginia Farm Bureau	19 VHDA	20 Joshua Gerald	21 Federal Reserve Bank	22
23	24 Church of the Redeemer	25 Christmas Dinner Event	26 Atlee Community Church	27 NIGHTS FOR INDIVIDUALS 7 slots open	28 St. Patrick's	29
30	31 Southminster Presbyterian					