

Families Moving Forward

Takedown Volunteers

Thank you for helping with Families Moving Forward at Lumen Christi. Many hands make light work! As the Takedown Volunteer, please be sure that these items are completed to ensure a successful week for our guests and volunteers:

- ___ Please come to the Parish Center main entrance at the designated take down time on the last Sunday of our FMF hosting. Please meet at 9:30 AM in July & 7:00 AM in January.
- ___ Strip the beds of all linens, putting each sheet set into the set's pillowcase. Be sure to check bedrooms, bathrooms and kitchen for towels, washcloths and bath mats. The sheet sets, towels and blankets will be placed in laundry bags for volunteers to pick up and launder. Fill these bags and label them as FMF Laundry with the laundry volunteer's name (labels will be provided). Set these bags in downstairs hallway under coat rack across from the office for pick up.
- ___ Deflate air mattresses in all guest rooms and volunteer rooms. Repackage these and place in store room.
- ___ Dismantle cribs and/or playpens and return to storage room. Return all lamps, flashlights, nightlights and fans to the storage room. Clean up the supply table (toiletries, paper items, linens, etc.) and bathrooms including shower area, placing any items into the hygiene bin and return bin to storage room. Retrieve overnight host manuals and remove any FMF signage throughout and place in store room.
- ___ Clean all bedroom areas, emptying trash, locking windows, vacuuming, tidying up as necessary.
- ___ Clean community room/play room. Clean and return any high chairs and/or booster seats to storage room. Clean up all toys from the play area. Put these in the GAME buckets and return them to storage room. We have several buckets with toys, games, and books. Return craft cart to storage room. Return slide and ball maze to Nursery in basement if used.
- ___ Be sure the storage room is left "in ready to use" condition for our next hosting. Stack containers/bags so that labels can be easily read for the Setup crews. Make the storage neat and safe.
- ___ Thank you for volunteering. Please call us if you have any questions or problems.

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