

## Families Moving Forward

## Setup Volunteers

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

- \_\_\_ Please meet Sunday, 9:30 AM in July & 10:30 AM in January, at the Parish Center main entrance.  
You will receive a reminder call from a set up coordinator.
- \_\_\_ All FMF items are located in the basement closet at Parish Center. This will be our home base for set up.
- \_\_\_ Deliver and inflate an appropriate number of air mattresses to each upper level room. The rooms will have welcome signs on the doors, identifying the number of guests in each family.
- \_\_\_ Set up overnight host's room with one air mattress, an overnight host manual, and a bin with at least 7 sheet sets in it.  
FYI: #236 is an Overnight Host room, as it contains Faith Formation Resource materials.
- \_\_\_ Using bedding, towels, and lamps from our storage room, make up the beds and the rooms for the families. Set up crib(s) if needed. Most sheet sets are stored in pillowcases; try to use juvenile sets for the children's beds when available.
- \_\_\_ Each room should be furnished with a lamp, night light, Kleenex, and wastebasket. Make each room as cozy as possible. If needed, set up diaper changing area with pad/wipes/diapers in room.
- \_\_\_ Place oversize bin in the hallway with sign, "SOILED LINENS". Place the diaper pail in the hallway with a sign that says "PLEASE PUT ALL SOILED DIAPERS HERE". Place nightlights in hallway outlets.
- \_\_\_ Place extra Kleenex and toilet paper in the bathrooms. Set up basket of toiletries in each bathroom. Place shampoo/soap/conditioner in each shower. Also, put kiddy stools in the bathrooms.
- \_\_\_ Set up the recreation space in community room. Set up TV & VCR in front of chairs. Bring up movies, rolling craft cart, and age appropriate toys, games and books from storage room. Bring up the slide and ball maze from nursery, if age appropriate for our guests. Put up all welcome and directional signs as needed.
- \_\_\_ Extra supplies and storage bins can be stored in overnight male host room. Keep air pump charged, in host room.
- \_\_\_ Set up the kitchen. Put out dish towels. Setup highchairs/booster seats, if there are small children. Be sure that there are enough tables and chairs set up for all guests and dinner volunteers. Set out dish soap, can opener, coffee pot, toaster, etc. in kitchen. Set out FMF first aid kit/medicine kit on counter under phone. Set out volunteer log, name tags, and white board on front kitchen counter. The large FMF grey kitchen bin should be placed on floor at end of counter near refrigerator.
- \_\_\_ Please leave a note in the log book for any items that are needed or running low.
- \_\_\_ Thank you for generously volunteering. Please call us if you have any questions or problems.