

## **Family Promise Volunteer Information: Moving In/Out**

Thank you for volunteering to help move our guests in or out of our church during our upcoming Host Week.

### **1. MOVING IN:**

- The Moving In Coordinator will make sure cots are delivered and all supplies are moved into place for the guest's arrival that night.
- Please arrive at noon in the 3<sup>rd</sup> floor Youth Room. Some furniture will need to be moved to accommodate the tables and cots that we will be using. Generally we use the two corner classrooms in the Youth Room for our FP Guests "homes" for the week and sometimes we need to use the chapel and the common area in the Youth Room where the big screen TV is located.
- The cots will need to be made up and paper goods and toys in storage will also need to be pulled out.

### **2. MOVING OUT:**

- The Moving Out Coordinator will be at church by 7:15am.
- Place bed linens in the laundry bag that is with each cot under its mattress.
- Help move the cots to the truck.
- Move the Youth Room furniture back into place for the Breakfast Club which begins at 9am.
- Vacuum area.
- Bag up any leftover food in the Youth Room Kitchen and send it to the Family Center on the Family Promise van.
- Toys and paper goods will need to be repacked into their containers and stored in the FP closet in the stairwell.

**Patty Molten (330) 606-0770**