

CLOTHING & FURNITURE DRIVE PROCESS & PROCEDURES

Meet 6 weeks before the event and determine who is in charge and which team leader is accountable.

Here is an overview of the things that need to be addressed:

4 weeks before the event, order tent, PODS and tables for the event.

PEOPLE:

Media Coordinator
Volunteer Recruiter
Other Administration
Breakfast Coordinator

MEDIA: The media needed for the event includes:

- 1) Ads in local papers (obtain current pricing for ad sizes to make informed decisions)
- 2) Flyer for clothing drive in English & Spanish (full size and half size)
- 3) Shirts
- 4) Directional signs for day of event.
- 5) Why free clothes? Sign
- 6) Signes for tables
- 7) Holding area alphabet signs
- 8) Volunteer name tags
- 9) Sign-in sheet for volunteers

BREAKFAST COORDINATOR

OTHER ADMINISTRATION:

Order Bibles in English & Spanish for day of event.
Email churches and contact churches to notify about event.
Decide what other TOL ministry leaders need to be involved and contact them so they can adequately prepare. Suggestions: ESOL, Special Needs, Healthcare
Secure counting clicker for day of event.

OTHER VOLUNTEERS NEEDED:

Flyer Distribution 2-3 weeks before event.
Nurse on site day of event.
Photographer for day of event.
Van pickup for day of event (needs to be on flyer if offering).

Clothes transport team for day of event.
Furniture team for day of event.
Translator team for day of event.
Setup team one week before the event.
Teardown/cleanup team day of event.
Clothes holding area team.
Bag handout and greeters for day of event.
Counter for day of event.
Clothes sorting team (week of event).

PROCESS:

6 weeks before the event and determine who is in charge of each of the following:

- Media Coordinator
- Volunteer Recruiter
- Other Administration
- Breakfast Coordinator

4 weeks before the event, order tent, PODS and tables for the event.

2-3 weeks before the event, distribute flyers and notify churches for drop-off instructions.

2 weeks before the event, PODS are delivered.

One week before the event, set up tables.

Three days before the event, check weather forecast and cancel tent if appropriate.

One day before the event, set up lobby.

- Breakfast tables
- Table for Bibles
- Prayer Table
- Check-in Table
- Volunteer check-in table

Day of event, have volunteers meet at 7 am for instructions, devotions and a time of prayer and encouragement. Explain 3 points of contact:

- 1) Clothing leader (in gym)
- 2) Lobby leader (in lobby)
- 3) Furniture leader (outside)