

FACILITY VOLUNTEERS GUIDELINES

FIRST SUNDAY SET-UP (after trailer arrives and prior to 3:50)

- Enter Sunday School rooms and place tables and chair at room edge
- Bring sleeping mats in from SOS trailer and place them in a stack in the “Living Room”
- Bring a box of toiletry items in from SOS trailer
- Carry linens from basement storage and place them behind the check-in table
- Bring in SOS log book from trailer
- Set up check-in table in Narthex with two chairs

LAST SUNDAY TAKE-DOWN AND CLEAN-UP (between 8 and 9 AM)

- Return to SOS trailer
 - Sleeping mats
 - Toiletry box
 - SOS log book
- Tow trailer on last Sunday to new site (prior to 4 PM)
- Setup tables and chairs in the Sunday School Rooms
- Post event laundry
 - Distribute used linens to be laundered and return to church after being cleaned