



An initiative of the Central Florida Commission on Homelessness

## **Make It a Home**

### **Volunteer Instructions**

#### **1. Identify a Team Leader**

Each group should have a team leader to serve as the project organizer and as the central point of contact. The team leader will be responsible for recruiting volunteers and coordinating with the move-in team.

#### **2. Recruit Volunteers**

The team leader should identify 8-10 volunteers (suggested quantity) who will work together to purchase and collect the items on the Make It a Home checklist. However, only 2-4 people may be able to participate in setting up the apartment for the future recipient.

#### **3. Find Storage**

The group should identify where items will be stored, as they are collected, until the move-in date.

#### **4. Collect Items**

Use the Make It a Home registry checklist as your shopping/collection list for the needed items to put together the kit(s). Make sure to communicate with your volunteer team so there is a clear understanding of who is collecting each of the items on the list. Items with the \* are acceptable as gently used; all other items should be new. We want to make sure the recipients feel special as we help put their new residence together.

#### **5. Plan Transportation**

You will need to plan transportation to ensure all of the items make it to the apartment or the kit drop-off site for the move-in.

#### **6. Make it a Home!**

Your team will be given instructions as to the date and time for the move-in setup or drop-off location. We will give as much notice regarding date and time as possible; however, please plan to be "on-call."