

Coordinators' Meeting – Tuesday, November 4, 2025



Pablo Malavenda, Executive Program Director

, Program Director

765-423-2691 | jubilee@LUMserve.org | LUMserve.org/jubilee

LUM Office, 420 N 4th Street, Lafayette

AGENDA

- I. Introductions
- II. Host Site Portal
- III. Some JC Stats (JC1 & JC2)
 - A. Families:
 - B. Children:
 - 1. Under 13:
 - 2. Teens: (%)
- IV. Donation Center - LUM Office, 1-5 PM
 - A. M-F, December 1 - 5
 - B. Mon. & Tues. Dec 8 & 9
- V. Family Admission Letter & Ticket
- VI. Your Jubilee Christmas Information
 - A. Family List
 - 1. Family Info - ½ sheet
 - 2. Spreadsheet
 - 3. Mailing labels
 - 4. Ticket labels
 - 5. Toy Form
 - B. Invoice -
 - C. Status of JC 2 and JC 3
 - D. Site Evaluation -- review before December 22 -- fill out online through Host Site Portal
 - E. Shop for Toys: by appointment -- Tuesday, December 9, 1:00-4:00 PM - Oakland HS,
- VII. Packet Pick Up
 - A. Thursday, December 11 by appointment - 1:00-4:00 at LUM
- B. Gift cards, food cards, family evaluations, Dolly Parton Book Club pamphlets, toys
- VIII. DAY OF JUBILEE CHRISTMAS
 - A. Need? Blankets/Quilts
 - B. Make it FUN!
 - C. Family Needs -- please contact your own families
 - 1. Transportation
 - 2. Translator
 - 3. Accommodations
 - 4. Toys - will NOT get toy form for everyone
 - D. Command Center
 - 1. Questions
 - 2. Absents parents
 - E. Parents and hosts must both sign for all gift cards
 - 1. Feel free to use our Check List
 - F. Photos: share via DropBox (will send link) or send to jubilee@LUMserve.org
 - G. Family evaluations
 - H. Gifts for families unable to attend -- gift cards separated
 - 1. Pick up starts Sunday
 - I. Surplus toys, etc.
- IX. Volunteers Needed
 - A. Donation Center
 - B. JC2 & JC 3
- X. Quilts for Kids.
- XI. Questions
- XII. Share ideas/suggestions

JC Admission Ticket

You are cordially invited to **LUM Jubilee Christmas**

On **Saturday, December 10, 2022** | 12:30 to 2 p.m.

At Bethany Presbyterian Church - Backpack House

3305 Longlois Drive, Lafayette | (765) 447-2663

Curbside Event | Appointment Only | See Letter for Details

You **must** present this ticket to participate in Jubilee Christmas

Jubilee Christmas -- Timeline 2025

- Early August - Email sent to potential host sites asking if they will participate and requesting an estimated number of families.
- Monday, August 25 – LUM Families invited to sign up - mail postcard
- Monday, September 8 – LUM Families invited to sign up - email
- Friday, October 3 – Covenant & Details Form – due – click [HERE](#)
- Tuesday, October 7 – Coordinators Mtg. – 6:00 p.m. IN PERSON & [Zoom](#); [Agenda](#)
- Monday, November 3 – Registered Families informed of their assignment
- Tuesday, November 4 – Coordinators Mtg – 6:00 p.m. IN PERSON & [Zoom](#); [Agenda](#)
- Monday, December 8 – Toy drop Off
 - Oakland Academy, (1100 Elizabeth St), 11:00 – 5:00
- Tuesday, December 9 – Shop for Toys
 - Oakland Academy (1100 Elizabeth St), 1:00 – 5:00
- Thursday, December 11 – Pick up packets, food cards, teen cards, toys, evaluations
 - LUM Office (420 North 4th Street), 11:00 - 2:30
- Saturday, December 13 – Drop off gifts for “absent parents”
 - LUM Office (420 N 4th Street), 9 a.m. – 5 p.m.
 - Drop off surplus toys, clothes, food, etc.
 - Oakland Academy (1100 Elizabeth St), 11:00-5:00
- Monday, December 22 – Complete the online evaluation form, click [HERE](#)