



Coordinators' Meeting – Tuesday, October 7, 2025

, Program Director

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LUMserve.org/jubilee

LUM Office, 420 N 4th Street, Lafayette

AGENDA

- I. Introductions
- II. [Host Site Portal](#) & [Facebook Group](#)
- III. [HANDBOOK](#)
 - A. Review the Process – page 4
 - B. Review Expectations – p.5
 - C. Planning – To-Do/Checklist
 - 1. Space
 - 2. Volunteers
 - 3. Partner
 - D. Best Practices – page 7 – nametags, laundry basket, blankets
- IV. Current Status
 - A. Families = ; Children = ; Teens = (%)
 - B. Volunteers
- V. Recommendations
 - A. Health & Safety
 - B. Facilities, supplies, etc.
 - C. Shopping Pro Tips
 - 1. [SignUp Genius](#)
 - 2. [Good360](#)
 - 3. [Amazon Wishlist](#)
[Ollie's Bargain Outlet](#)
(2365 Maple Point Dr)
- VI. VOLUNTEERS Needed
 - A. Donation Center
- 1. M-F, Dec 1 – Dec. 5, 1-5 p.m. - LUM Office
- 2. M-Tu, Dec. 8 & 9, 1-5 p.m. - Oakland HS
- B. JC Part 2 - 2:00 to 5:30 p.m.
- C. JC Part 3 - 5:30 to 8 p.m.
- D. Keep times in mind when scheduling your event - when will you be able to deliver leftover supplies?
- VII. Saturday, Dec. 13 - LUM Office
 - A. Command Center, 9 a.m. to 5 p.m.
 - B. Drop off gifts for "absent parents"
- VIII. Saturday, Dec. 13 - Oakland HS
 - A. Drop off surplus toys, clothes, food, household items, etc.
 - B. JC Part 2 - 2:00 to 5:30 p.m.
 - C. JC Part 3 - 5:30 to 8 p.m.
- IX. Site Evaluation – review now
- X. Questions & Comments

Next Meeting -- Tuesday, November 5th @ 6pm IN PERSON & via ZOOM

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](#)