Coordinators' Meeting – Tuesday, November 3, 2026

Melissa Martin, Assistance Programs Director
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LUM Office, 420 N 4th Street, Lafayette

AGENDA

- Introductions
- Some JC Stats
    - 518 Families
    - 1503 Children
        - Under 13: 1201
        - Teens: 299 (20 %)
- Host Site Portal
- Donation Center - LUM Office, 1-4 PM
    - M-F, Nov. 30, Dec. 1-4
- Donation Center - Oakland Academy
    - Monday, Dec. 7, 11 AM - 5 PM
    - Tuesday, Dec. 8, 1 PM - 5 PM
- Family Admission Letter & Ticket - PLEASE REVIEW TICKET ASAP
- Your Jubilee Christmas Information - PLEASE REVIEW ASAP
    - Family List
        - Family Info - ½ sheet
        - Spreadsheet
        - Mailing labels
        - Toy Form
    - Invoice - will be emailed next week
    - Status of JC 2 and JC 3
    - Site Evaluation -- review before December 21 -- fill out online through Host Site Portal
    - Shop for Toys: by appointment -- Tuesday, December 8, 1:00-5:00 PM - Oakland Academy
- Packet Pick Up
    - Thursday, December 10 by appointment - 11:00 AM - 2:30 PM at Oakland Academy
    - Gift cards, food cards, Dolly Parton Book Club pamphlets, toys
    - Food Card – Walmart; Teen Cards – Walmart
- DAY OF JUBILEE CHRISTMAS

    - Make it FUN!
    - Family Needs -- please contact your own families
        - Transportation
        - Spanish Translator
        - Accommodations for Individuals with disabilities
        - Toys - will NOT get forms for everyone
    - Command Center
        - Information for Host Sites, Families, Volunteers
        - Absent parent packages
    - Parents and hosts must both sign for all gift cards (best practice)
    - Photos: send to jubilee@LUMserve.org
    - Gifts for families unable to attend -- gift cards separated
        - Pick up starts Monday
    - Surplus toys, clothes, gift cards, food pantry food, cookies
- Volunteers Needed
    - Donation Center
    - JC2 & JC3
- Questions
- Share ideas/suggestion
