

CARITAS **LAUNDRY VOLUNTEER** INFORMATION

1.

CARITAS Laundry Team Leader:

Please seek the support of the CARITAS representative in filling out the laundry request sheet found in the LAUNDRY Logbook. The Logbook will be available in SH Kitchen and should be provided to the CARITAS Staff member between 5 and 5:30pm each night. The guests should be given the Laundry information sheet inside. It directs them to fill the laundry bags provided. Before leaving the following morning, the guests are to place their laundry bags on the table in the SH Foyer. (Before 8am).

General Description of Responsibilities. We will offer our families laundry support services each morning, EXCEPT CHRISTMAS DAY, from Sunday, DECEMBER 22ND – Friday, DECEMBER 28TH. Your primary responsibility will be to pick-up laundry bags from SBC, launder both bag & contents and return both to SBC later the same day. These laundry bags will include both our CARITAS guests' items and dirty towels from the guests' showers the previous night. Most importantly, we are here to share Christ's love in a tangible way to our sisters who have come to stay with us.

2. **Specific Responsibilities and Schedule.**

- Laundry Bags containing clothing and towels will be placed in Spence Hall Foyer by 8am. On day of service, please pick-up laundry bags from the SH Foyer after 8am. On a sheet in the foyer, Volunteers will be directed as to number of bags to take and launder.
- Each bag will be labelled with a name or number.
- WASH EACH BAG INDIVIDUALLY, so not to confuse or intermingle guests' items. Please, wash both laundry bag and its contents. If requested, please use laundry detergent & fabric softeners provided by guests as they may have allergies.
- Return clean items inside corresponding clean laundry bag to SH Foyer before 5:30 on same day of service.

3. **Record Amount of Volunteer Time.** Please record the estimated amount of time you spent serving in the CARITAS logbook located in the kitchen of "Spence Hall. This is very important to log for CARITAS because they are required to provide this volunteer information in their applications for grant money.

If you have questions, please contact.

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