



## **Welcome to Christmas In October**

You are joining a twenty five year old volunteer organization. We thank you for your interest in our program. With the efforts of several thousand volunteers, Christmas in October (CIO) improves the living conditions of hundreds of low-income homeowners, primarily elderly and disabled, in the Kansas City Area.

This program offers a unique opportunity for companies and individuals to join together with friends, family members and co-workers to make a meaningful contribution to the needy in our community, and develop new relationships with each other and with the residents of neighborhoods in which work is done.

The program helps to improve neighborhoods, breaks down general misconceptions about certain residential areas, and shows some of our less fortunate neighbors that we care about them. With the support of area companies, churches and community organization, the annual Adopt-a-House Day has continued to be a success.

### **This year's Adopt-a-House Day is Saturday, October 8**

This document provides an overview of how the program works.

## **Program Applicants**

Each year we identify neighborhoods that contain a significant number of low-income, elderly homeowners. We work with local churches and community organizations to seek out homeowners needing assistance with home repairs that are affecting their warmth, health or safety.

The homeowners chosen for the program are generally one of the following:

- Elderly (62+)
- Disabled
- Low-income
- A veteran

## Volunteers

Approximately a hundred companies, churches and other organizations from throughout the Kansas City area comprise the volunteer teams that provide the labor to organize and make the needed repairs in October.

Team overview:

- At least 10 members total per team
- At least 1 House Captain per team
- All skill levels are welcome
- The House Captains are the team leaders and communicates directly with CIO

Each volunteer team consists of the following members with respective duties:

### House Captain

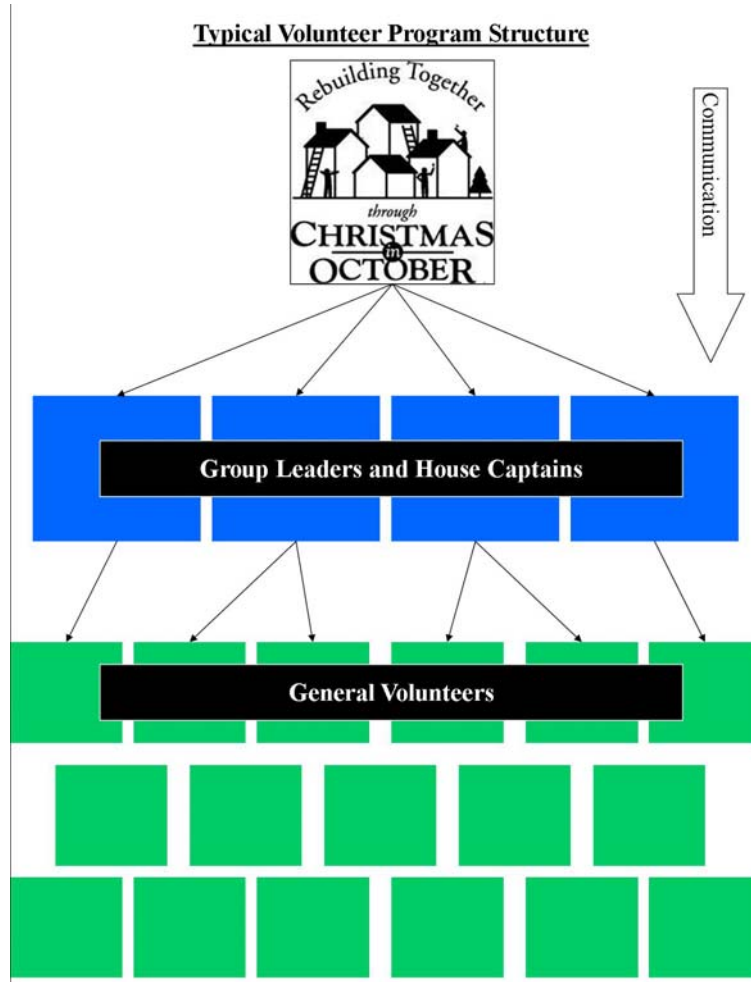
- **Attends** House Captain Meeting
- **Serves as main point of contact** with CIO
- **Organizes volunteer efforts** up to and on event day
- Personally **inspects pre-screened homes** for their team to “adopt” for October
- **Chooses appropriate house(s)** for team based upon level of work need to be performed and skill level of team
- **Plans and organizes** materials needed to complete projects
- **Manages** volunteers
- **Informs** CIO of skilled requests needed to complete projects
- **Submits** House Captain Report after the event day

### General Volunteers

- **Bring** personal skills to project (repair, organizational, etc.)
- **Communicate** with House Captain to obtain crucial information from CIO.
- **Assist** House Captain to identify works to be performed
- **Follow** CIO guidelines
- **Participate** on Adopt-a-House Day

Group Leader (for groups taking on several houses)

- Serves as **main point of contact** to CIO
- **Attends CIO meetings and trainings** to share with other team members
- **Organizes and communicates** with other team members



## Getting Started

### Team Registration

\*\*\*\*\*Teams must register at [Christmasinoctober.org](http://Christmasinoctober.org)\*\*\*\*\*

#### Registration Process

- 1) Assemble the team-with Group leader and House Captain assigned
- 2) Contact CIO letting them know of your interest in volunteering-  
[info@christmasinoctober.org](mailto:info@christmasinoctober.org) or 816.531.6443
- 3) Register the team at [Christmasinoctober.org](http://Christmasinoctober.org)
- 4) Plan to have the House Captain attend a CIO training:

Thursday, August 18<sup>th</sup> – 6:30 pm

@ Rockhurst High School Auditorium- 9301 State Line Rd, KCMO 64114

OR

Thursday, September 8<sup>th</sup> – 6:30 pm

@ Rockhurst High School Auditorium- 9301 State Line Rd, KCMO 64114

### Information Sessions

The CIO staff will be more than willing to meet with potential new teams to discuss the program in further detail. Email [info@christmasinoctober.org](mailto:info@christmasinoctober.org) or call 816-531-6443 to request a meeting or presentation prior to registering a team.