

Useful Forms

For Materials-

Our plan is for the teams to enter their orders for material online. This packet is a guide to know what information is needed to place the orders. The only two requests for materials that can be e-mailed or faxed are for gutters and cut glass.

For Skilled Help Assistance-

If the house you selected needs skilled help beyond what your team is capable of handling, Please place the order on the Skilled Help form and e-mail or fax it to CIO. Our skilled volunteers are plumbers and electricians. These resources are very limited.

**CHRISTMAS IN OCTOBER HOUSE CAPTAINS
REQUEST FOR CUT GLASS**

HOUSE ADDRESS _____

HOUSE CAPTAINS NAME _____

HOUSE CAPTAINS PHONE # _____

PLANNED PICKUP DATE: ____/____/____

**Glass cannot be ordered on-line so please fax to 816-531-6444 or e-mail to
info@christmasinoctober.org**

CUT GLASS SIZES

Size	Quantity	Wood Frame	Metal Frame
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____
_____ X _____	_____	_____	_____

Always measure the length and width of the opening in which the glass is to fit at more than one place. Windows are often not absolutely square. If there is a difference between two measurements, use the smaller. Deduct 1/8 inch from the full opening width and length to allow for expansion and contraction. Otherwise, the glass may crack with changes of temperature.

FAX # (816) 531-6444 or email to info@christmasinoctober.org

**HOUSE CAPTAINS
REQUEST FOR GUTTERS**

HOUSE ADDRESS _____
 HOUSE CAPTAINS NAME _____
 HOUSE CAPTAINS PHONE # _____
 PICKUP DATE: ____ / ____ / ____

**Please fax to 816-531-6444 or e-mail to info@christmasinOctober.org
 (CIO does not provide installation)**

CIO does not provide installation

Gutter Measurements

All gutters are white and lengths should not exceed your vehicle's ability to carry them. If you check the "Overlap" box we will add about 1 1/2" to your lengths.

Length	Overlap	Quantity	Comments
_____ ft. _____ in.	<input type="checkbox"/>	_____	_____
_____ ft. _____ in.	<input type="checkbox"/>	_____	_____
_____ ft. _____ in.	<input type="checkbox"/>	_____	_____
_____ ft. _____ in.	<input type="checkbox"/>	_____	_____
_____ ft. _____ in.	<input type="checkbox"/>	_____	_____
_____ ft. _____ in.	<input type="checkbox"/>	_____	_____

Downspouts
 10 ft.

Please fax to 816-531-6444 or e-mail to info@christmasinOctober.org

WAIVER OF LIABILITY

Christmas in October Home Repair Project

In consideration of the opportunity afforded me to assist on a voluntary basis in the Christmas in October Home Repair Project, a project in which the homes of disadvantaged persons will be repaired by volunteers, and in light of the aims and purposes of the community service provided by Christmas in October in organizing this project, I hereby waive any right or cause of action arising as a result of my participation in said project from which any liability may or could accrue against Christmas in October or its officers and directors, collectively or individually. Without limiting the generality of the foregoing, I agree that this waiver shall include any rights or causes of action resulting from personal injury to me or damage to my property sustained in connection with my activities for the Home Repair Project.

We would like to be able to contact you for future volunteer opportunities for Christmas in October. If this is acceptable, please check the box , which indicates, yes you would like to be contacted. Please provide your e-mail address as another method to contact you. Thank you!

Date	
Name of Volunteer Group	
Name of Homeowner	
Address of Homeowner	
Total Number of Volunteers	

Print Name	Check to confirm OK to contact you.	Volunteer Address	Signature	Email Address (Optional)

Mailing address: P.O. Box 32108, Kansas City, MO 64171
Warehouse address: 3261 Roanoke, Kansas City, MO 64111
Phone: 816-531-6443
Fax: 816-531-6444

House Captain Report

As a House Captain, your contribution to the program is critical. It is important that you communicate to us what repairs your group made to the home when you have completed the work. This information is used to gauge our performance and measure our economic impact to the community. **Please fill out this form online.** It is designed to only take a couple of minutes to complete. You can find the form online in the House Captain section for your house. Our website, www.christmasinOctober.org

<http://esgcio.dnsalias.com/cio/Outcome.aspx>

House Captain Report

OutID:
Date Updated: 6/15/2012

Item	Repaired	Installed/Replaced	Comments
Plumbing	<input type="checkbox"/>		
Heat/Furnace	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical	<input type="checkbox"/>		
Doors/Windows	<input type="checkbox"/>	<input type="checkbox"/>	
Painting	<input type="checkbox"/>		
Carpentry	<input type="checkbox"/>		
Roof/Roofing	<input type="checkbox"/>	<input type="checkbox"/>	
Gutters	<input type="checkbox"/>	<input type="checkbox"/>	
Insulation/Weatherization	<input type="checkbox"/>	<input type="checkbox"/>	
Roto-Rooter	<input type="checkbox"/>		
Wheelchair Ramp	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Work	<input type="checkbox"/>		
Water Heater	<input type="checkbox"/>	<input type="checkbox"/>	
Handrails/Grab bars	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke Detectors	<input type="checkbox"/>	<input type="checkbox"/>	
Tree Service/Trim	<input type="checkbox"/>		
Yard Work	<input type="checkbox"/>	<input type="checkbox"/>	
Exterminator	<input type="checkbox"/>		
Other Repairs	<input type="checkbox"/>		

Other Comments:

Unskilled Volunteers: Unskilled Volunteers: Requires no special knowledge for basic tasks, such as painting, weatherization, yard work, etc.

Unskilled Volunteer Hours:

Skilled Volunteers: Skilled Volunteers: Requires higher-level knowledge and training for specialized labor for such skills as carpentry, plumbing, electrical, etc. (Do not include any help you may have received through Skilled or Special Help Requests, i.e. union help.)

Skilled Volunteer Hours:

Warning: You will NOT be able to edit the "House Captain Report", after marking the house as COMPLETE!