



# safe quarters

## Sunday, October 21, 2018

Thank you for helping with Safe Quarters, Friendship Home's largest fundraising event!

Please take a few moments to familiarize yourself with the contents of this packet and pass along the necessary information to your team. You and your team are crucial to the success of Safe Quarters! If you have further questions, contact Sarah at [saraht@friendshiphome.org](mailto:saraht@friendshiphome.org) or 402-434-0167.

## How to Be a Safe Quarters Team Captain

### Prior to October 21st

- Recruit a team of 8-12 volunteers to walk a neighborhood on October 21. It typically takes a team of 10 members 2-3 hours to visit every household in their assigned area.
- Know your assigned neighborhood and plan your walking routes. A map of your area will be given to you when you register your team.
  - It will be helpful to break your map out into manageable sections for your teammates to sufficiently cover your area.
- Clarify a meeting start time and place with your team. Your team can walk any time between 10am and 5pm.
- Remind your teammates about when and where you will be meeting to prevent no-shows.
- Return your team signup sheet to [saraht@friendshiphome.org](mailto:saraht@friendshiphome.org) by October 1.
- Spread the word about Safe Quarters to your family, friends, neighbors and colleagues via email and social media. You can even ask for donations to jumpstart your buckets.
- Pick up your team's supplies on October 18<sup>th</sup> between 5-7pm or October 21<sup>st</sup> between 10am-12pm at the Don Love building on Union College campus (3800 S 48<sup>th</sup> Street).
  - You will receive t-shirts, buckets, handouts, maps and snacks for your teammates.



## On October 21st

- If you haven't already, pick up your team's supplies between 10am-12pm at the Don Love building on Union College campus (3800 S 48<sup>th</sup> Street).
- Meet your team members at your designated spot and hand out team materials.
- Review the maps of your team's assigned area and decide who will be walking where.
- Establish a communication plan and review instructions and safety tips with your team members.
- Jumpstart your collections by adding dollars and change to your buckets.
- **Canvass your area completely** with your teammates (households only, no apartments or businesses).
- Your team does not need to count your bucket collections. Friendship Home will tell you how much your team collected after the event.
- **Return bucket collections to Union College by 5pm.**
- Celebrate! Join other Safe Quarters teams and volunteers at Union College after 3pm for a pizza party.

## Event Day Schedule

10:00am–12:00pm	Team Captains can pick up team supplies at Union College.
10:00am–5:00pm	Captains meet team members at their designated locations. Teams canvass assigned neighborhood(s).
2:00pm–5:00pm	CELEBRATION! Join other Safe Quarters volunteers at Union College for a pizza party.
5:00pm	All buckets must be turned back in at Union College by this time. Thank you!