

INSTRUCTIONS FOR LAZARUS HOUSE VOLUNTEERS

Revised October, 2022

Expenses

- Pick up (or contact office@uusg.org to obtain) a copy of UUSG's tax-exempt letter to show merchants.
- Your expenses are tax-deductible charitable contributions or you may request reimbursement from UUSG; save your receipts for either purpose.
- To request reimbursement, put receipts in a "Reimbursement Request" envelope (found outside the Congregational Administrator's office). Supply the information requested on envelope and put it in the Congregational Administrator's mailbox.

Lazarus House Meal Commitments

Lazarus House continues a policy of not allowing our volunteers' access inside the facility due to COVID-19 risk.

Location

Lazarus House is at the Free Methodist Church, 214 Walnut St. in St. Charles. It is one block west and one block south of the intersection of Routes 31 and 64. • Please use the door on 3rd Street; there is a sign for Lazarus House above the door. Ring the bell to the right to gain entry. • Their phone number is 630-587-2144.

Lunch preparation

- Each month they need UUSG to provide lunches for 40 people.
- An optimal way of making this easier for the volunteers would be for 2 families to each prepare 20 sack meals.
- The lunch would be sack meals containing a drink (preferably water) any type of sandwich (without condiments) and either fruit OR chips OR veggies.
 - Pack sandwiches and sides separately.
 - Sandwiches and other items that need to be kept cool will be refrigerated.
 - Please mark sandwich wrapping with month and day it was prepared/delivered.
 - Items that don't need refrigeration can be delivered separately. You can deliver drinks in bulk • rather than in bags.
- Saturday lunches should be delivered on Friday, the day before.
- Sack meals can be delivered at any time most convenient for your schedule.
- If each family is willing to deliver their meals, that would be great. Any family with a preference to have someone else perform the delivery, we will make those arrangements. We want to be sure everyone is comfortable.

Dinner preparation

- During the COVID-19 restrictions we will not have access to Lazarus House Freezers for food storage or dinner preparation to minimize exposure to the residents.
- Each month they need UUSG to provide dinners for 60 people.
- An optimal way of making this easier for the volunteers would be for 5 families to contribute. Each family will need to prepare a casserole and salad (without dressing) serving 12 people.
- The casseroles and salads should be prepared in foil containers (these are available for pick-up at Lazarus House if needed).
- These will be prepared by volunteer families in their homes since we are no longer collaborating with St. Charles Episcopal on cooking dinners for Lazarus House.
- Dinner needs to be delivered the Saturday a volunteer has signed up for in SignUpGenius.
- Meals can be delivered at any time most convenient for your schedule prior to 4PM. Ideally, the Lazarus House staff prefers receiving them from 10am to noon since it is an optimal time for their operations schedule.
- If each family is willing to deliver their meals, that would be great. Any family with a preference to have someone else perform the delivery, we will make those arrangements. We want to be sure everyone is comfortable.

Night Supervision

This service will not be permitted until the access restriction is lifted. When this service is allowed again, contact Maureen at mmckeough@aol.com or 630-262-8449 to volunteer for staying overnight. Maureen coordinates overnight volunteers and will supply more detailed instructions the first time you stay at Lazarus House.

If you have any questions for this volunteer effort, please contact one of the following Social Justice Team members.

Larry Escalona, escalaz39@gmail.com

Jean Pierce, jeanpierce@aol.com