

KAIROS CBCC Cookie Coordinator

Inside Instructions

From: Bob Speicher based on experience on Kairos CBCC #14

Date: March 15, 2013

Persons Involved:

8+ inside team (callout dependent)

One Chaplain

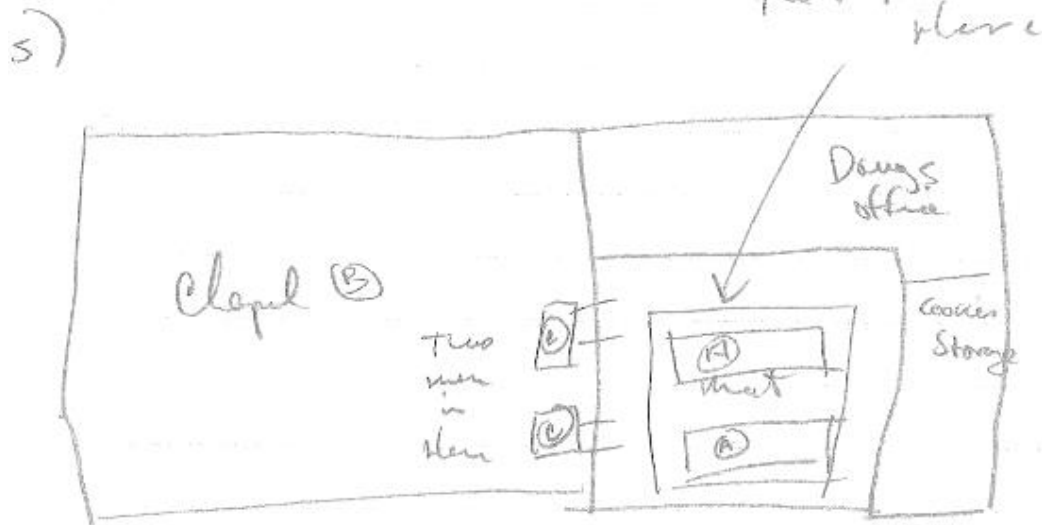
One Kairos Volunteer (Red Badge)

- Chaplain Duncan will probably meet with you before the inside guys arrive and explain to you how it works.
- The picture shows the layout of the chapel and where the cookies staging, bagging and boxing was done

A = Tables for the cookies

B = Where the boxes are put that will be used to store the filled cookie bags

C = Small tables inside the chapel where the bags are put before being stored in boxes



- Chapel staff will have a tarp put down before the two tables are moved in
- Each table "A" has one of each variety of cookies on it.
- The inside team, wearing latex gloves, walk around the tables filling bags. They work out the best method for themselves.
- They put the bags on tables in the chapel through the windows in the wall.
- As the original cookies boxes are emptied, they are put into the chapel to be used to store the filled cookie bags.

- The two men in the chapel then put the filled bags into boxes.
- Each box is labeled with a permanent marker, with the number of bags inside of it.
- Don't over fill the boxes because it helps to stack those 5 or 6 high.
- Only fill boxes with multiples of 5 for easy counting later, i.e. 25 doz, 30 doz, 35 doz, etc.
- Keep running tally sheets going as boxes are filled.
- Stack the boxes so the count #s written on the side are always visible.
- Chaplain Duncan will want to know how many dozen have been boxed as you get to the end.
- He will have a count for what is to be distributed (Last time it was 1100 doz).
- Start stacking far enough back from where the small tables are so you can stack from back to front.
- Count the # of dozen boxed at the end to make sure there are enough.
- The chapel may be needed soon after the boxing is completed and the boxes may need to be moved back into the cookie storage room. We used a bucket brigade to move the boxes back into storage.