

## ANCHOR

## VOLUNTEER COORDINATOR 4

- The Volunteer Coordinator receives the sign-up sheets for bag stuffing and bag distribution after Sunday signup.
- Maintains contact with volunteers and provides motivational leadership.

### **BAG STUFFING DAY**

- Establishes dates and location for stuffing the bags.
  - Assure materials have arrived before scheduling the stuffing.
- Make sure church letter is printed in the number of DVD's committed, as well as the church brochure: 20,000 DVD's in one pallet.
  - Assure the church contact information is on the letter before printing.
  - For the letter we suggest English on one side Spanish on the other. See suggested letter provided.
- Provide direction to volunteers when they will gather to stuff bags.
  - Read the church letter that is being included in the bags and have all volunteers read the letter to assure everyone understands the mission.
- Bags will contain: Jesus DVD, gospel tracts, letter from your church and a brochure from your church.
- For Participating Churches reserve bags. They will put their own church literature in the bags plus help you stuff.
- Stuff bags and label with the number of bags in a box or bag.