



Linen Pack Volunteer Guide

Thank you for your interest in supporting People Serving People (PSP) and joining us in our vision to see families thrive.

This guide will provide you with a list of materials and instructions to make your offsite group activity a success. For any questions, please out to Nolan Isaacson, Volunteer & Community Engagement Coordinator, at nisaacson@peopleservingpeople.org.

Project Overview

Your generous linen packs will be given to families that enroll in our shelter services and assigned a room. Between PSP and St. Anne's Place, over 100 rooms are stocked with clean linens, while our staff do laundry for over 300 people, which is no small feat. Linens are hugely appreciated and will consistently be used at our shelter. Volunteers will pack the following items into one laundry basket for a family being served in our shelter. For the sit-down component, volunteers can also create a "teddy bear towel" out of a wash clothe as a sentimental addition.

You Will Need (Per Pack)

- Laundry Basket
- Sheet Set (Pillowcases, fitted sheets, flat sheets)
- Pillows
- Bath Towels
- Blanket or comforter



Teddy Bear Towel (Optional)

There are 2 ways your group can partake in this project:

1) We recommend adding teddy bear towels if you are looking for ways to prolong your volunteer event. This will offer a sit-down component to the activity while adding additional value to your linen packs.

2) If your group is not interested in making teddy bear towels, we welcome your team to leave purchased bath towels as they are per kit. In this scenario will primarily assemble line packs in an assembly-line fashion or however you see fit.



For video instructions
by Create Inspire Repeat
on YouTube

You will need additional supplies for teddy bear towels

- Hand towel
- Ribbon
- Regular rubber band (1 per towel)
- [Rubber Hair Bands \(2 per towel\)](#)
- [Teddy Bear Towel Instructions PDF](#)

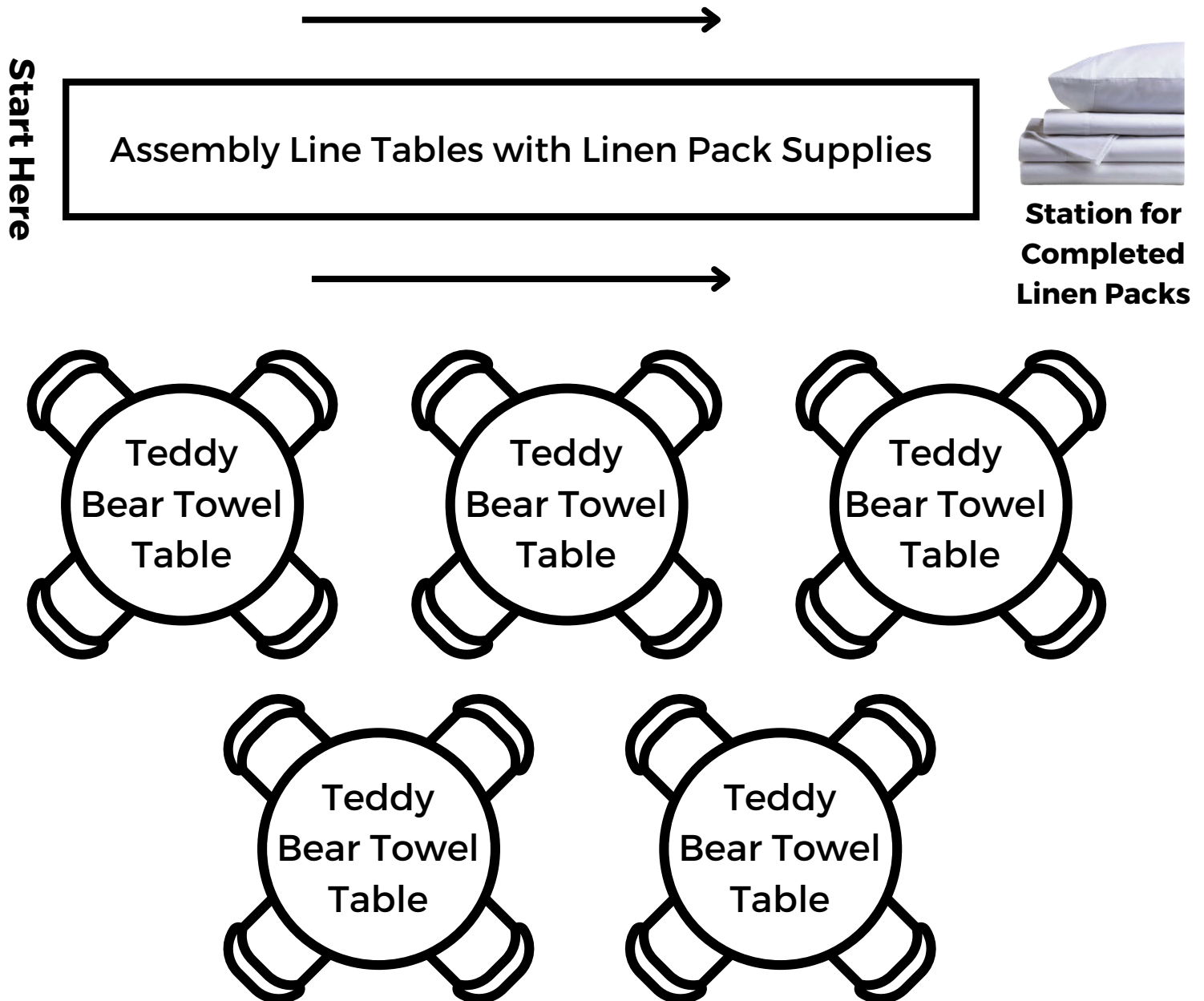
Step #1: Volunteer Activity Setup

To ensure a smooth flow of your activity, we recommend your group dedicates time beforehand to set-up the event before getting started. Below you will find a recommended layout that we find works best for volunteer groups. In the pictured layout below, volunteers can begin by seating themselves at the teddy bear towel tables if they are part of your activity. Once they've completed their teddy bear towels, volunteers can then head to assembly line and begin filling their laundry basket with move out basket supplies.

Step #2: Starting Event

Before your team of volunteers starts on the activity, we recommend a leader in your group shares more about how the linen packs are utilized in People Serving People's programming.

Take some time to provide your volunteer group with instructions on how the activity is designed to flow.



Note: The instructions provided are recommendations on what we think will work best. However, we welcome you to set up and facilitate the activity however you think it'd best suit your volunteer group.

Step #3: Post event

People Serving People would love to view and share pictures from your event. We welcome you to send photographs to us in tandem with scheduling a delivery.

We ask that all donors complete our [In-kind Donation Form](#) prior to scheduling a delivery with our staff. This enables us to manage our inventory and to provide our donors with a tax donation receipt if requested.

Once the steps above are completed, please reach out to our staff to schedule a delivery to our main location 614 S 3rd St, Minneapolis, MN 55415.

Nolan Isaacson, Volunteer & Community Engagement Coordinator, 612-277-0246 or nisaacson@peopleservingpeople.org.



**Thank you
for helping us in
our vision to see
families thrive!**