



**People Serving  
People**

## **Linen Pack Volunteer Guide**

**Thank you for your interest in supporting People Serving People** and joining us in our mission to ensure every family has what they need. This guide will provide you with a list of materials and instructions to make your off-site volunteer activity a success.

**Questions?** Please contact us at [volunteering@peopleservingpeople.org](mailto:volunteering@peopleservingpeople.org).

### **Project Overview**

Your generous linen packs will be given to families that enroll in our shelter services and assigned a room. Between People Serving People and St. Anne's Place, over 100 rooms are stocked with clean linens, while our staff do laundry for over 300 people. This is no small feat. Linens are hugely appreciated and will consistently be used at our shelters.

Volunteers will pack the following items into one laundry basket for a family being served in our shelters. Volunteers can begin this activity by pairing into groups to create fleece tied blankets for each kit. Volunteers will then take their completed blanket to an assembly line to fill a basket with additional supplies.

#### **You Will Need (Per 1 Bundle):**

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



## Teddy Bear Towels (Optional)

There are two ways your group can choose to 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 move out baskets.
2. If your group is not interested in making teddy bear towels, we welcome your team leave purchased hand towels as they are per basket. In this scenario, you will primarily assemble move out baskets in an assembly-line fashion or however you see fit.

## Extra 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



**For video instructions  
by Create Inspire Repeat  
on YouTube**

## Step #1: Volunteer Activity Setup

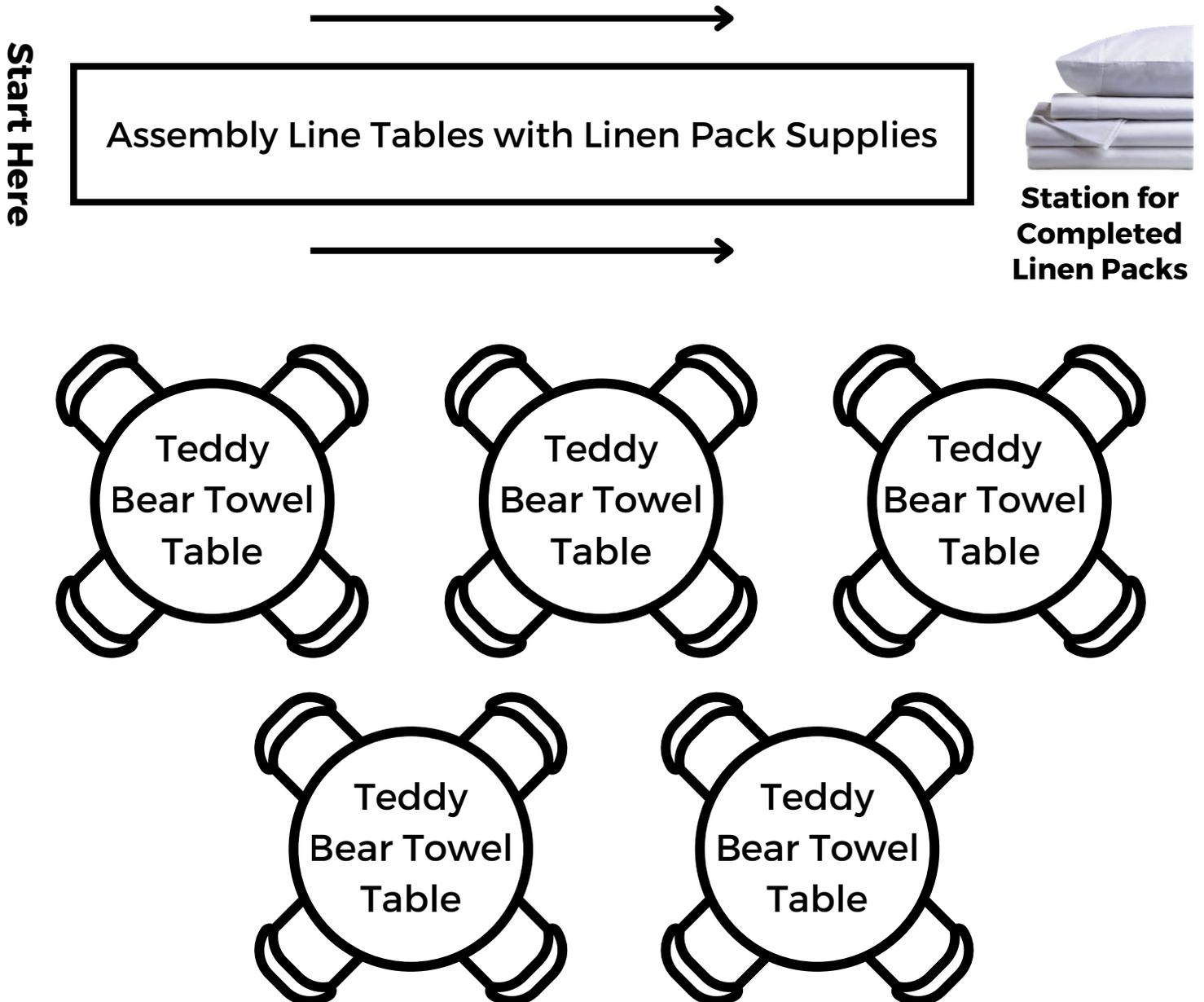
To ensure a smooth flow of your activity, we recommend your group dedicates extra time beforehand to set-up the event. On the next page, you will find a recommended layout that we find works best for volunteer groups. In the layout, volunteers can begin by seating themselves at the teddy bear towel tables 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 linen supplies.

## Step #2: Starting the 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. Please feel free to send photos to us as you coordinate your delivery.

To schedule a delivery with our staff, we ask that all donors complete our **In-kind Donation Form** to let us know your preferred drop-off dates/times. This also enables us to manage our inventory and to provide our donors with a tax donation receipt if requested.

Our staff will follow up to confirm a delivery to of our main locations:

- 614 S 3rd St, Minneapolis, MN 55415
- 2634 Russell Ave N, Minneapolis, MN 55411



**Thank you for helping us fulfill our vision of ensuring every family has what they need.**

Please reach out to [volunteering@peopleservingpeople.org](mailto:volunteering@peopleservingpeople.org) with any questions or concerns.