

# Old Kentucky Christmas

2018 Volunteer Overview

## What an Experience...

Creating a weekend of memories together at "An Old Kentucky Christmas" is what it is all about!! We will celebrate Christmas while showing our guests how people lived in the pioneer days by learning to dip candles, make sweet treats, writing with feathers and ink, plus much more!!

**December 6<sup>th</sup> & 7<sup>th</sup> 5-8 pm**

**December 8<sup>th</sup> & 9<sup>th</sup> 2-8 pm**

**\*\*Bonus hours on Friday and Saturday until 9 pm – weather dependent. \*\***

*Field Trips – hosted on Friday Dec. 7<sup>th</sup>*

*9 am – 2 pm*

*Special Needs Event – hosted on Saturday, Dec. 8<sup>th</sup>*

*10 am – Noon*

## Leadership Contacts:

Brian Heckber, Outreach Pastor

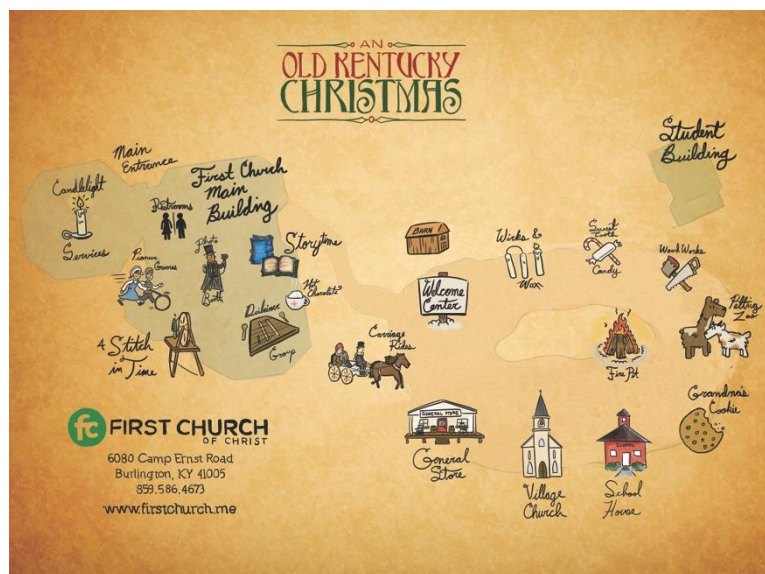
Alissa Lancaster, Ministry Leader

**Villager Leaders:** Christy Walz & Brent Adams

Your coordinators ensuring that volunteers have questions answered, get to where they need to go, are introduced as needed to leads, engaging with guests, and all things related to the outdoor/indoor OKC Village. Leaders will assist as needed in village shops if leaders cannot be present or add'l hands are needed.

**Campus Leaders:** Gary McClure, Bill Winegardner, and Steven Swan

**GO TO Team:** Tim Suit & Dylon Miller



Your "go to guys" during the event to help as needed with supplies, electrical, heat, engaging with guests, opening/closing of buildings, and all things related to the outdoor/indoor OKC Village campus. Leaders will assist as needed in village shops if leaders cannot be present or add'l hands are needed.

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### General Information

#### **PARKING FOR VOLUNTEERS @ Stephen's Elementary**

Please plan to arrive 15 minutes prior to your scheduled volunteer time to catch the shuttle that will be running continuously thru out the event. We do ask that on Friday you carpool as there is another event taking place at the school and we want to be mindful of parking for their guests. We will also have parking at the Extension Office as overflow for our guests and they will be able to enjoy a hayride to/from the village.

**During the field trips on Friday and Special Needs on Saturday, we ask that volunteers park on the opposite side of the Burlington FC Campus and/or in front of the main building, rather than at Stephens Elementary.** There will not be shuttle buses running during the field trips.

#### **WHERE TO GO WHEN YOU ARRIVE**

When you arrive to serve for the village (*inside or outside*) you can head directly to the area you will be serving in. There your lead will be ready to greet you and ensure that you have everything you need. Ladies, if you would like to borrow some period attire you can stop by the Volunteer Hospitality Room in 101/102 to see what skirts and bonnets we have available.

#### **GUEST SERVICES VOLUNTEERS**

If you are volunteering in guest services areas you will have guidance from the leaders in these areas during the event. Please go to the Worship Center Welcome Area to be provided further direction upon your arrival unless otherwise directed by a member of the leadership team.

A binder will be on hand at the Worship Center Welcome Area with details on the volunteer schedules, who is serving were, contact info, and other necessary information to ensure we are all on the same page.

#### **INTENTIONAL IMPACT**

With the transition from Candlelight during OKC to Christmas Eve Services we want to ensure that we are consistently inviting our OKC guests back for one of the many services we will be offering. Each guest will be given an invite at the Village Welcome Center for Christmas Eve Services. Please be sure to invite guests to join us at Christmas as you engage with them throughout the village.

#### **CLOSING SHIFTS**

If you are working one of the closing shifts please plan to help with sealing up the outdoor shops with the tarps and zip ties at your location. Instructions for the easiest closing process will be provided to volunteers each evening.

Also, note that everyone who is working a closing shift on Friday and Saturday are scheduled until 9 pm. This is to allow for us to offer a bonus hour until 9 pm, weather permitting on both days. If the weather is not in our favor, we will wrap up at 8 pm as publicized in our hours for the event. We will communicate to everyone as soon as possible if we will be offering a bonus hour either evening.

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## OUTSIDE

### Event Photographers & Floating Photographers

**Team Leader:** Alissa Lancaster and Brian Heckber

**Description:** Capturing moments during the event and helping families to do the same.

#### **Information, Tips, & Tricks –**

- 1) Camera not provided
- 2) Event Photographers will focus on outside in the village.
- 3) Floating photographers will be inside.
- 4) Travel thru the event capturing moments, but also stay near key photo op areas.  
Outside – cut outs, carriage rides, etc. Inside – OKC frame, Christmas Tree, etc.
- 5) Offer to take photos for the family with their cameras, phones, etc. so they have them to take & share. Encourage them to share.

### Field Trip Transportation/Buses

**Team Leader:** Gary McClure, Bill Winegardner, and Steve Swann

**Description:** Help to keep the traffic of buses, chaperones, etc. in order during the field trips.

#### **Information, Tips, & Tricks –**

- 1) There will be a specific drop off and pick up location indicated for the buses during field trips.
- 2) You will ensure bus drivers are getting to the right location and then parking in the far lot until the classes wrap up.
- 3) You will have a schedule of who is coming and when. There will also be a spot where you can indicate which buses go with which classes to ensure the drivers are ready when the classes are returning for pick-up.

### Fire Pit

**Team Leader:** Cody Robinson

**Description:** Keeping the fire burning in the afternoon and evenings for guests and volunteers. Provides a place for all to come and warm their hands or have a seat to chat for a while around the warm fire.

#### **Information, Tips, & Tricks –**

- 1) Watch young children around the fire to ensure they are being safe.
- 2) Perfect opportunity to engage with and share stories with our guests.

### General Store / Hot Chocolate (outside)

**Team Leader:** Theresa Kramer and Lan Jackson

**Description:** Serving Hot Chocolate to guests to help them warm up in the chilly December air.

#### **Information, Tips, & Tricks – serving Hot Chocolate inside or outside:**

- 1) Only fill kids cups ½ way up and adult cups ¾ of the way up
- 2) Please use only 1-2 large marshmallows per cup and don't let the kids get their own. When we are out of the marshmallows, we are out.
- 3) Inform prep team when you are ½ of the way empty so they can begin preparing the next needed round of hot chocolate and have time to deliver before you run out.

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### General Store Post Office – add'l information:

- 1) There will be a post box where kids can bring their letters from the School House to mail for the holidays.
- 2) Have a volunteer available to ask kids if they have their letters and engage with them when they are "mailing" their cards to local heroes, veterans, nursing homes, and children in need.
- 3) After letters have been dropped in whenever possible bundle stacks of 25 cards together of the same color for distribution after the event.
- 4) Volunteers will be asked after the event if they would be interested in distributing cards to local police departments, firehouses, veterans, and other areas in the community such as nursing & children's homes.

### History Facts and Q&A:

- 1) **In 1875, Swiss Daniel Peter** discovered a way of mixing condensed milk, manufactured by his friend Henri Nestle, with chocolate to create the first milk chocolate.

### Grandma's Cookies

**Team Leader:** Dan & LouAnn Frye and Julie Ward

**Description:** Helping guests to icing sugar cookies and decorate with sprinkles.

#### Information, Tips, & Tricks:

- 1) Help the kids as much as possible, especially the little ones.
- 2) After the guests icing the cookies it is easiest to press them into the sprinkles.
- 3) Cookies are kept in FC110 and leadership team will assist in delivering cookies. If you do need to get some please ensure that you are writing down what you take out on the tracking list. This will help us know how many cookies we are going thru to assist in preparations for next year.

#### History Q&A:

- 1) In the south housewives were very proud of their cookies which were often called **tea cakes**. These were simple cookies flavored with butter and sometimes had a few drops of rose water added for flavor.

### Horse & Carriage Rides

**Team Leader:** Gary & Tracy Clark

**Description:** Providing an enjoyable ride on the horse & carriage. This is a family favorite!!!

#### Information, Tips, & Tricks:

- 1) Leads will let you know what tasks are needed from helping guests on and off the carriage, to helping to give attention to the horses, to engaging with the crowds as they wait for their turn.
- 2) Great opportunity to talk with families and share stories, offer to take a group picture while they are waiting, etc.
- 3) Wear sturdy boots or shoes when working around horses.

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### Petting Zoo

**Team Leader:** Larry Walton

**Description:** Invite guests to visit with animals, share information about them, and ensure guests are safe during their interactions.

**Information, Tips, & Tricks:**

- 1) Volunteers will be positioned throughout the tent to help guide guests to each animal to visit.
- 2) Please ensure that the signs regarding animal safety are visible to guests at the start of & during each shift.
- 3) Encourage guests to pet the animals that are ok to interact with and to avoid touching those that do not.
- 4) Ensure guests do not try to feed the animals their candy canes or other food items for the safety of animals & guests.
- 5) Please ensure guests are aware that there is hand sanitizer after they have interacted with the animals given that there are many opportunities for them to have "treats" as they travel the village.

### School House

**Team Leader:** Kelly Panko and Eva Callen

**Description:** Guests will get to try their hand at writing with chalk on chalk boards and signing letters.

**Information, Tips, & Tricks:**

- 1) Kids will use a charcoal pencil to sign their names to a holiday letter for a local police & firefighters, veteran, and other members of our community.
- 2) Discuss with the kids the importance of giving back to others and this is what they are signing cards.
- 3) Let them know they can mail their cards at the General Store located near the carriage rides. The post man/woman or clerk at the store will show them where the mailbox is and help them to get it sent off.

**History Facts and Q&A:**

- 1) Schools were designed to accommodate students within **4-5 miles**. This was considered an acceptable walking distance, as no transportation was provided.

### Security & Medical Team

**Team Leader:** Scott Paul with Bill Rowland & Dave Tobertge

**Description:** Onsite security & medical presence in the main building, the village and parking lot to aid as needed

**Information, Tips, & Tricks:**

- 1) Details provided directly by Scott & Todd regarding needs each day/evening of the event.
- 2) Be visible and on hand to assist guests, volunteers, and leaders.
- 3) Accessible via radios or 1:1 as rounds are done in the indoor and outdoor village.
- 4) Security & medical as well as other support will be posted in each building, as well as inside.

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### Sweet Tooth Candy

**Team Leader:** Jennifer Reynolds and Janessa Huffman

**Description:** Coating pretzel rod in chocolate and sprinkles. Yummy treats all will enjoy.

#### **Information, Tips, & Tricks:**

- 1) Process –
  - a. Dip chocolate ½ way down the pretzel rod.
  - b. Allow to briefly cool after a few seconds.
  - c. Roll chocolate dipped pretzel in sprinkles.
  - d. Eat and go! Or there are bags that they can put them in to take to go.
  - e. Clean out chunks of chocolate and sprinkles, then bag up. We gave this out to anyone who was interested. One of the volunteers coined it “Reindeer Droppings” as they passed it out to our guests.
- 2) When dipping the pretzel it will be easiest if the guest only coats to the middle of the rod versus attempting to coat the entire pretzel rod. This will help with chocolate consumption and keeping fingers out of the chocolate.
- 3) There will be 2 sprinkler containers with large holes that should work for all sprinkles if you would like to utilize them. Kids can also choose to roll their pretzel in sprinkles if leaders find that is the preferred/easier method.
- 4) If the line gets long utilize history & candy facts, provide chocolate samplers, and engage with guests so they are enjoying their time waiting vs thinking about the wait.
- 5) Designate 1-2 volunteers as runners and prep people to keep the chocolate in the extra crock pot melted, pretzels opened & stocked, sprinkles refilled, etc.
  - a. Dipping Crock Pots (2) – Filled w/melted chocolate, keep on low or chocolate will burn
  - b. Melting Crock Pot (1) – Use to keep chocolate melting regularly at medium heat
  - c. Stir all crock pots regularly to keep the chocolate smooth and tasty. Keep from burning.
  - d. Rotate out the crock pots or the chocolate (whichever you find easiest) as needed for dipping. Be cautious as the crock pots are very hot – use pot holders.

#### **History Facts and Q&A:**

- 1) **In 1875, Swiss Daniel Peter** discovered a way of mixing condensed milk, manufactured by his friend Henri Nestle, with chocolate to create the first milk chocolate.

### Village Church partnering with the Prayer Team

**Team Leader:** Jennifer & Rob Rice and Paul Barth

**Description:** Sharing the importance of giving to others and the importance of putting others before ourselves during the holidays. Kids will also be able to decorate their own wooden ornament to take as a gift to give to a loved one or someone special.

#### **Information, Tips, & Tricks:**

- 1) Keep ornaments stocked on wooden pegs and in their totes under the tables.
- 2) Make sure that you are keeping an eye on marker caps. They should be put back on frequently by volunteers if the guests are not. The markers will dry out a lot faster in the cold weather.

#### **FIELD TRIPS ONLY:**

- 1) During field trips the kids will color cardstock ornaments vs wooden ones due to item availability.
- 2) To be respectful of the variety of religious backgrounds and beliefs the leadership team will adjust the décor in the church to create a story time area.

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### History Facts and Q&A:

- 1) The first Sunday school, or Church school, was started in **Frankfort as the "female Sabbath School."**

### Prayer Team

**Team Leader:** Amberley Jackson

**Description:** Participate with guest in the church as leaders and volunteers are discussing the importance of giving during the holiday season. Engage in key areas around the village in conversation to provide the opportunity for them to reach out to you for prayer. Private Prayer area will also be created to allow for guests seeking prayer to do so in a more provide area.

### **Information, Tips, and Details:**

- 1) We want to ensure the prayer team is visible to guests so they will have lanyards indicating your role as a member of the church to offer prayer upon request.
- 2) Engage guests in conversation in key areas indoors and outdoors. Such areas would be where lines are more present such as Wicks & Wax, where guests gather around the fire pit, or indoors.
- 3) We know that God will work through you to interact with guests and bring those individuals to you in His own way either directly or indirectly.
- 4) Team members are encouraged to "float" around the Village Church to engage with guests and be available to walk, talk, and pray with anyone who would like to participate in a more private interaction.
- 5) The private prayer area is a key area that will allow leaders and volunteers to know where members of the prayer team are if we encounter a guest who has prayer needs and wishes to speak with someone.
- 6) We also ask that the prayer team take the opportunity to pray over volunteers, guests, and our event as they feel led to do.

### Village Welcome Center

**Team Leader:** Tom Barth and Bob & Kathie Grow

**Description:** Welcome guests into the village, provide materials about the village and keep track of the number of guests who enter the village.

### **Information, Tips, & Tricks:**

- 1) Have bags out and ready to go.
- 2) Share the Stamp Card with all the kids & encourage them to return with it to the Prize Booth after they have visited the entire village & filled their card
- 3) Keep a steady flow – Volunteers providing bags w/materials, volunteer using clicker to count guests, etc.
- 4) Master Document Info Binder with volunteer list & allergy info and First Aid Supplies will be kept on hand

### **Volunteers will be stationed in key areas:**

- **Welcome at OKC Sign /Entrance** — pass out candy canes and greet everyone
- **Village Welcome Center Main Entry** — Pass out the OKC bag, and explain the bulletin: map, prize card, prayer requests, etc. Use clicker to count guests as they enter.
- **Village Welcome Center Exit into Village**— Provide Christmas Invite Card and provide a personalized invite to our services

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## 2018 Volunteer Overview

### **Prize Booth**

Be ready for kids to bring their stamp cards back, collect connection/prayer cards in the prayer box, and provide prizes.

- **This year's prizes are old time penny candy sticks – flavors are root beer or butterscotch**

### Wicks & Wax

**Team Leader:** Corey & Dana Burns and Dustin & Jody Smith

**Description:** Guests will dip their candles into red or green wax a handful of times to coat & create their own holiday candles.

#### **Information, Tips, & Tricks:**

- 1) Pay close attention to everyone dipping candles. The wax & crock pots get extremely hot and someone could easily burn themselves. They will be in holders to protect from this, but the wax is still very hot.
- 2) The kids will follow along the table to rotate between dipping in the crock pot and the cold water as they move down the table. They will dip the candle 1-2 times slowly at each crock pot/water station to create an even coating of wax.
- 3) There should be two volunteers per table, one on each side to help manage the children and keep them moving forward thru the dipping line.
- 4) Let drip for a few seconds before finishing the candle to take with them. Remind them they will be warm for just a little while so they won't want to play with them.
- 5) When heating, and transferring wax to working crockpots on the line for our guest be sure to clear the area so that no one, volunteers or guests, are in the area where they could get wax on them if a spill occurs.

#### **History Facts and Q&A:**

- 1) Pioneer women offered America's first contribution to candle making, when they discovered that boiling the **grayish-green berries of bayberry bushes** produced a sweet-smelling wax that burned cleanly.
- 2) Pioneers began using **tallow** for their candle wax. Tallow is a non-smelling animal fat, but it doesn't burn very well and ripped excessively.

### Woodworks

**Team Leader:** Gary Webster and Campus Team

**Description:** We will have volunteers showing guests how they can create wooden figures on an old-style lathe and other era specific tools. The kids will also be able to try their hand at using the lathe with the help of our onsite carpenters. Kids will receive their own wooden figures as a keepsake from the experience. Kids will also be able to decorate their own wooden ornament to take home with them.

#### **Information, Tips, & Tricks:**

- 1) Woodworker/Volunteers will be working the wood tools that will demonstrate how they would have been used during the pioneer days to create wood furniture, toys, etc.
- 2) OKC Volunteers will be on hand to help engage with kids & families while they are in the woodshop.
- 3) OKC Volunteers will have wood figures that look like they would have been created on the lathe that will be given out to each child as a gift from the woodworkers.



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## 2018 Volunteer Overview

### INSIDE

#### Dulcimer Group

**Team Leader:** Elaine Caldwell & Janet Lucas

**Description:** Musicians will play classic Christmas music for guests and create an experience where guests can interact through playing their own instruments.

**Information, Tips, & Tricks:**

- 1) Simply engage with the kids. Help them to learn and ask questions about music.
- 2) Encourage their creativity while they play instruments.
- 3) Encourage the kids to go to story time during the musician's break for 15 minutes at the top of each hour.

**History Facts and Q&A:**

- 1) **Jean Ritchie** is known as the "Dulcimer Lady." She helped to make the dulcimer popular in KY and across the US.

**\*\* Thursday Night Only:** Cheryl Muir will play a variety of Christmas music on the keyboard. \*\*

#### Event Photographers & Floating Photographers

**Team Leader:** Alissa Lancaster and Brian Heckber

**Description:** Capturing moments during the event and helping families to do the same.

**Information, Tips, & Tricks –**

- 1) Camera not provided
- 2) Event Photographers will focus on outside in the village.
- 3) Floating photographers will be inside.
- 4) Travel thru the event capturing moments, but also stay near key photo op areas.  
Outside – cut outs, carriage rides, etc. Inside – OKC frame, Christmas Tree, etc.
- 5) Offer to take photos for the family with their cameras, phones, etc. so they have them to take & share. Encourage them to share on social media.

#### Facilities Team

**Team Leader:** Church Facilities Team – Schedule to be provided for each day of the event

**Description:** Keeping the church neat and tidy while our guests travel through and experience OKC.

**Information, Tips, & Tricks –**

- 1) Upon arrival go to the Worship Center Welcome Area where a member of the FC Facilities Team will be contacted. They will provide you with supplies and details for the evening.
- 2) Hot Chocolate is a key area with possible spills
- 3) General Clean-up where and when needed. All supplies provided.
  - a. Restrooms, floors, spills, garbage, etc.
- 4) Checking on Volunteer Hub to make sure it is nice, tidy, and stocked.
- 5) Contact FC Facilities Team Lead with any questions.

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### Hot Chocolate Prep Team / Inside

**Team Leader:** Eric Tripp

**Description:** Serving Hot Chocolate to guests to help them warm up in the chilly December air.

**Information, Tips, & Tricks – serving Hot Chocolate inside or outside:**

- 1) Only fill kid's cups ½ way up and adult cups ¾ of the way up
- 2) Please use only 1 cup of mini-marshmallows per cup and please don't let the kids get their own. When we are out of the marshmallows, we are out.
- 3) Inform prep team when you are ½ of the way empty so they can begin preparing the next needed round of hot chocolate and have time to deliver before you run out.

**Prep Team – Inside:**

- 1) Must be able to lift 50# containers full of hot chocolate.
- 2) Keep track of the container lids to know the number of containers we go thru each night. Keep record of this and provide to the lead.
- 3) Please start fresh each day. Do not reuse any hot chocolate from previous day – it will be gross.
- 4) Golf cart is available to transport hot chocolate containers from Door 3 by the kitchen to the General Store. Be cautious of the horse & carriage rides as you will be going along the outside of them to deliver/pick up containers.

### Photo Booth

**Team Leader:** Polly & Tim Stringer and Melody Rose & Susan Houp

**Description:** Provide free family photos to families for the holidays. Polly will organize all volunteers into the locations needed.

**Information, Tips, & Tricks:**

- 1) Key volunteers located at the entrance of the line to welcome in guests for photos. Let them know what they will need to prepare and provide an estimated time if able. In the evening when the photo booth closes 30-60 minutes before the event ends this person will be the initial point of contact to let guests know that the photo booth is closed.
- 2) Volunteers will be utilized to aid in holding/taking coats & belongings so the guests are ready to go when it is their turn.
- 3) Keying in guest information is a key need. If you are quick and accurate with your typing let Polly & Melody know as they may need your assistance on the computer.
- 4) Other volunteer needs include getting materials ready, putting photos in the OKC envelopes, talking to guests as they wait, etc.
- 5) This is the busiest and most popular area – it is imperative that the line keeps moving smoothly.

2018 Photographer Schedule:

Thursday	5-8 pm	Polly Stringer (add'l help – wip)
Friday	5-8 pm	Tony Wagner
Saturday	9-12 **Special Needs**	Polly Stringer (add'l help – wip)
Saturday	2-4 pm	Polly Stringer (add'l help – wip)
Saturday	4-7 pm	Amber Little
Saturday	7-9 pm	Polly Stringer (add'l help – wip)
Sunday	2-3 pm	Polly Stringer (add'l help – wip)
Sunday	3-5 pm	Denny
Sunday	5-7 pm	Polly Stringer (add'l help – wip)

Add'l assistance is being discussed and a final schedule will be in place for the event.

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## 2018 Volunteer Overview

### Pioneer Games

**Team Leader:** Dawn Miller with Regan Warford & Mallory Gray

**Description:** Play a variety of games that pioneer children enjoyed from marbles to cup & ball, along with Jacob's ladder, ring toss, and more.

#### **Information, Tips, & Tricks:**

- 1) Games will be inside and separated into different areas/locations in the gym on quilts, tables, etc.
- 2) Play with the kids! Show them how to use the games and engage with them. Encourage mom and dad to come & play too in order to make memories as a family.
- 3) Be sure to collect back the smaller games from each kid throughout the night so we don't lose any. {cup & ball, ladders, toss}
- 4) Volunteers will help to keep kids entertained, especially while groups are waiting in line for family photos.

#### **History Facts and Q&A:**

- 1) **Marbles** is one of the oldest of all known games and has not changed very much.

### Stitch in Time

**Team Leader:** Joanne Rigsbee & Cindy Gamble

**Description:** Demonstrations will be provided by the Stringtown Quilters Guild on how quilts are made by hand or by old time sewing machines. The guild volunteers will share information about how they quilt, tools used, how to develop your skills, etc.

#### **Information, Tips, & Tricks:**

- 1) Simply engage with the kids. Help them to learn and ask questions about quilting.
- 2) Ensure that the children are not touching the quilts as they are all handmade by members of the guild. Do encourage families to use them as backdrops for photos if and where able.
- 3) The Quilters Guild will adjust/move quilts on Saturday evening for Sunday morning services and then relocate them after Sunday services for OKC.
- 4) Must use caution when moving the quilt stands as they are fragile – do not move w/out consulting the guild or OKC Planning Committee first.

### Story Time & Paul the Polar Bear *(in kids check-in area)*

**Team Leader:** Alissa Lancaster & Brian Heckber

**Description:** First Church Volunteers will engage with kids and families through Paul the Polar Bear & other Christmas stories.

**Key Time:** Top of Every Hour the Dulcimer group will take a 15-minute break and volunteers there will direct families to the story time area.

#### **Information, Tips, & Tricks:**

- 1) Top of every hour – 15 minutes volunteers will engage with guests through sharing Christmas stories.
- 2) First Church Volunteers will read the story of Paul the Polar Bear

#### **Paul the Polar Bear**

When available, Paul will come out to engage with guests in the Story Time area for 15-20 minutes after his story is read. Paul will return to "his home" in 103 as needed to rest & cool off.

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**Paul the Polar Bear Books** are available on Amazon for purchase for \$10. All proceeds go back towards OKC. Cards with Book Information will be in the story time area for guests to take. Please encourage them to let us know what they think of Paul's adventure and share pictures of their kids enjoying the story at home if they choose to buy a copy.

- 3) During any downtime engage with the kids and talk to them about their favorite Christmas stories. We will also have easy crafts and coloring pages for volunteers to do with the kids as needed.
- 4) Keep an eye on the books and make sure that guests know that they are not able to check out books from what we have on hand. These have been checked out for the event. If they would like to request a book they can do so thru the library in person or via their website.

**\*\*You are located near the slide from our children's area upstairs. We will do all that we can to block the slide with quilt displays, but we will need the assistance of First Church Volunteers to ensure that guests do not climb on and/or attempt to go up the slide. The stairs will be blocked to keep anyone from going to the top of the slide. If there are issues or concerns at any point please get a member of the leadership team, security team, or Hot Chocolate Prep team in the kitchen.\*\***

### Volunteer Hospitality

**Team Leader:** Julie Millis and Jennie Diedrichs

**Description:** Provide a comfortable location in Meeting Room 101/102 for volunteers of OKC to relax, grab a warm drink, some food, get their "pioneer attire," etc.

### **Information, Tips, & Tricks:**

- 1) Keep everything stocked accordingly for the flow of traffic.
- 2) Period attire will be picked up and dropped off before/during/after volunteer shifts. Please help to keep this organized as best you can.
- 3) Connect with volunteers to see how things are going, if there are things they need, etc.
- 4) Take the opportunity at least once each hour to check on and provide snacks, drinks, etc. to volunteers inside who are unable to leave their areas on a regular basis - primarily in the Photo Booth.