

# Club One2Three

## Host Family Manual

### **Confirmation:**

- Contact the other host families to make sure that they are on board to host with you.
- Contact Patty Rosemurgy at [discipleship@ltumc.org](mailto:discipleship@ltumc.org) to confirm the date and to make sure that the MAC has been reserved.
- God Squad will be going on at the same time, so if you would like to do a combo meal with them, then contact Patty to find out who the hosts are for that month. If you don't do this, please be aware that they might be also using the kitchen at the same time preparing their meal.
- Get a key from Sandy in the front office or make sure she will be there when you arrive. You will need at least a Master level key, so you can get into the kitchen.
- Let Patty know if a nursery is needed for the host families.
  - She will need to know the time frame, how many kids and the ages of each child. This is a wonderful service provided by the church at no cost for the parents.
- Contact Jason Cagle (Youth Director) at [jcagle@ltumc.org](mailto:jcagle@ltumc.org) to request two youth volunteers (one boy and one girl).
  - Haley and Beau McCannon love doing this, so you can also contact Shelley McCannon at [shelley.mccannon@sbcglobal.net](mailto:shelley.mccannon@sbcglobal.net) to see if they would like to be the youth volunteers.

### **Invitation:**

- Prepare an e-vite invitation at least two weeks in advance.
  - You can log onto e-vite using the Club One2Three user name, [clubone2three@gmail.com](mailto:clubone2three@gmail.com) and laketravisumc is the password.

- Feel free to copy old invitations and update the information. All you need to do is go to the events section and click on “Past”.
- Use everyone as your invite list. This account is only used for Club One2Three, so everyone is invited.

### **Pre-event Prep:**

- Get a key to enter the MAC (talk to Patty to see how they will do this)
- Plan a meal with the other host families.
  - The meal needs to be kid friendly and two options are preferred if you are cooking something that is not plain. For example, if you are cooking a pasta dish with a sauce, then have some plain buttered noodles.
  - You can either cook or order something. The kids do not care.
  - Dessert is needed.
  - Water and lemonade are available in the MAC
    - The drink containers are on the top shelf in the kitchen storage closet.
    - The lemonade is on the top of the shelves outside the storage closet.
    - Cups are in the storage closet.
    - The silver ice bucket is in the kitchen storage closet on the top shelf.
  - Utensils and plates are available in the MAC kitchen storage closet.
  - Napkins are located in the buffet in the MAC Hall.
- Grocery shop for all of the ingredients.

### **Day Of The Event Prep:**

- If you are cooking, we suggest you arrive around 3:00.
  - Some families have the chef of the family arrive at 3:00 and the other members arrive at 4:00.
- Cook the meal in the MAC kitchen.

- Please do not get any supplies from the other kitchens and bring it over to the MAC. You should have everything that you need in the MAC kitchen.
- All supplies should be under the counters or in the storage closet.
- Set up the tables and chairs for dinner.
  - They are located in the storage closet in the MAC Hall. You will need the key.
  - Put out 4 tables in front of the kitchen and 8 chairs around each table. You still want to have enough room for the kids to play.
  - Table cloths are located in the buffet located next to the AV booth. Please use the brown ones.
  - Having napkins and forks in place on the table is a plus, since the kids are carrying their own plates.
- Set up a drink station on the buffet in the gym.
- Get a variety of toys, balls, CD player/Radio, etc... out of the gym storage closet (located in the main hall).
- Place a collection basket out to collect money for dinner.
  - Borrow a basket from the front lobby area.
  - A good place to put the basket is on the buffet right by the front door.

### **Drop Off:**

- At least one parent should be at the door welcoming each child and collecting money.
  - Parents want to drop off the kids, but also see that someone is there, so please be right by the door.
- As each child comes in, please check them off on the attendance spreadsheet.
  - If a new child comes, then we need the following contact information:
    - Child's name
    - Parent's name

- Phone number
- E-mail address

### **Schedule of Events:**

- 4:30-4:50: Kids go directly to the gym when they arrive and play.
  - This is a great place for the youth helpers and dads to be.
- 4:50-5:20: Dinner.
  - The kids will go through the serving line by themselves.
  - They will need help getting ice and drinks because the buffet is high.
    - This was a great job for the dads.
  - The kids can come and get their own dessert or it can be passed out by the parents.
    - This was another great job for the dads.
- 5:20-5:45: Patty will get them together and take them to the downstairs classroom short devotional.
  - The youth helpers will go with them.
- 5:45-6:00: Playtime.
- 6:00: Kids go home.

### **Clean Up:**

- Clean up the kitchen after dinner is served.
  - Everything used must be washed and put away.
    - Any dish with food on it must be rinsed in the sink to the right of the dishwasher with the garbage disposal.
    - Hand washing can be done in the sinks to the left of the dishwasher.

- The drain stoppers and release is below the sink.
  - Counters must be wiped down and dried.
    - Just use soap and water.
- Place the tables and chairs back into the storage closet.
  - There are some times that the youth will want them to stay up, so Jason might come and make that request.
- Linens used should be placed in the laundry room located next to the elevator. A key is needed. Please place them in the dirty laundry basket. This way they will be washed for Wednesday Night Live.

**Pick Up:**

- At least one parent should be at the door making sure that children are picked up by a parent.

**Reimbursement:**

- Host families have two options:
  - Get reimbursed for their dinner expenses from the collection basket.
  - Donate the dinner and put the money from the collection basket into the Club One2Three fund. This fund will be used for any future expenses at Club One2Three.
    - If you are donating the money, please place it in one of the envelopes located in the coffee widow drawer. Please label it with Club One2Three and give to Patty Rosemurgy to deposit in a safe place.

If you have questions, please contact:

Shelley McCannon at [shelley.mccannon@sbcglobal.net](mailto:shelley.mccannon@sbcglobal.net) or 924-4677

Ashley Wade at [ashleywade@austin.rr.com](mailto:ashleywade@austin.rr.com) or 589-0319