



VOLUNTEER OPPORTUNITIES

Luke's Closet was started by a group of busy moms who appreciate flexibility. Our volunteer roles are designed to serve our foster/kinship families best and fit with the lives of busy volunteers. **To join a Luke's Closet volunteer group**, email lukesclosetcommunications@gmail.com and specify which volunteer list you'd like to be added to (see descriptions below). All of these opportunities, except when noted, are shared via Sign-Up Genius emails for the specific group you're interested in.

1) Shop & Eat Day Volunteers

In April, August, and November, Luke's Closet hosts a "Shop & Eat Event" for families to shop the Closet and share a meal. Shop & Eat events are typically held on Saturdays from 9am – 1pm. For these events, volunteers are needed as:

- **Greeters** – Welcome families and connect them with a host. Requires a quick smile and sitting.
- **Hosts** – Assist families in shopping. Requires conversation and walking.
- **Valets** – Requires writing names on paper and carrying bags upstairs. (A good fit for teens.)
- **Servers** – Serve the provided food. Requires hospitality skills -- conversation, walking, standing, food safety and kitchen clean-up.
- **Craft Table & Playroom** - Requires engaging with children and being mindful of their safety. (A good fit for teens.)
- **Food Donors** - Luke's Closet will send a list of needed food items for the meal we will serve at the event. Items are typically easy to pick up on your regular trip to the grocery store. Deliver items to St. Luke's before the event.

2) Sorting, Laundry & Wayforward Drop-off

A sorting session is typically scheduled 2 weekdays/month. Sign up for only the slots and times you're able to help.

- **Sorting**: Sort clothing donations into categories based on quality and type. Requires standing and ability to sort clothes based on quality and type. Volunteers need to be 16 years old or older. Each session is 1.5 - 2 hrs. We also offer sorting sessions just for High Schoolers a couple times a year.
- **Laundry**: Launder clothes that are perfect for our kiddos but need a fresh wash or stain treatment. Pick up laundry from room 101 in the lower level of St. Luke's after the sorting session. There will be approximately one load every other week. Laundry detergent is not provided.
- **Wayforward**: We often receive donations not appropriate for Luke's Closet but can be used by Wayforward (formerly M.O.M.). Drive donations from St. Luke's to Wayforward during their open clothing hours.

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3) Fulfillment Volunteers

Be “on duty” for one week (Monday – Sunday) and you choose the week. A Sign-up Genius email will be sent every quarter. You can sign up for as many or as few weeks as works for your schedule. The Luke’s Closet room is always unlocked and accessible during St. Luke’s business and worship hours (Monday – Friday 8:00am – 4:30pm, Wednesday evenings during the school year and Sundays 8am - noon).

During your on-duty week, requests are forwarded to you via email to be filled within 3-4 days.

Requests come from an online form detailing clothing sizes and needs. One never knows how many requests will arrive. There have been weeks of zero and weeks of 10. If it’s a busy week, other volunteers can assist. Plan on 30 minutes to pack one bag of clothes. Communicate with the volunteer delivery driver on duty to get bags to the selected location.

Cell phone. The Luke’s Closet cell phone travels with the fulfillment volunteer. This allows fulfillment volunteers to communicate with families without needing to use their personal cell phone. Families may call to request clothing this way. Direct any call you cannot answer to your lead Luke’s Closet volunteer.

Host personal shopping appointments. Occasionally, families call to request personal shopping appointments sometimes due to an emergency placement. It is a very rewarding experience to work directly with the families. Schedule appointments at a mutually agreeable time.

Before your first week, you’ll have a **one-on-one training session with a Luke’s Closet lead volunteer.** On your first week of fulfillment duty, you’ll be paired with an experienced volunteer. Fulfillment volunteers need to have daytime flexibility and ability to follow a process.

4) Delivery Drivers

Once the fulfillment volunteers pack the requested clothing, the bags need to be delivered from St. Luke’s (Middleton) to the selected pick-up site. Volunteers will have the flexibility to sign up for the week that works best for them. We never know where clothes will need to go until the requests are received but a typical delivery is 1 hour. Unfortunately, we are not able to reimburse for mileage. The clothes are packed in bags with handles for easy carrying and weigh less than 10 pounds each.

Our pick-up sites are: Madison East (Trinity Lutheran, 1904 Winnebago St.), Madison North (Dane Co. Human Services (1202 Northport Dr.), Madison South (Dane Co. Human Services, 2306 S. Park St); Mt. Horeb (Evangelical Lutheran Church of Mt. Horeb, 315 E. Main Street); Sun Prairie (Our Savior’s Lutheran Church, 550 Lincoln Dr.) and Verona (Memorial Baptist Church, 201 S. Main St). Requests for delivery to Mt. Horeb and Verona are rare. Drivers need to have weekday availability for the pick-up location office hours.

5) Special Events

Be notified of special event opportunities such as Culver’s Night and Ironman Wisconsin which provides grants to Luke’s Closet for volunteering.

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Opportunities Not Requiring a Specific Sign-Up

Specialty Inventory Clerks - Inventory Clerks are the link between sorting and fulfillment. Volunteers sort every donation we receive for quality and appropriateness. Clerks organize the clothes so they can be easily packed by fulfillment volunteers or found by families when they shop the closets. We currently have 3 inventory clerks and would like to add three specialty clerks – one each for infant clothes, pajamas, and shorts. This could be an ideal fit for a parent and child looking to volunteer together. The schedule is very flexible and will require approximately 1-2 hours/month and an additional 1-2 hours before/after Shop & Eat events (April, August & November) to restock. Clerks are also another set of eyes on quality, style and appropriateness and communicate with the Luke's Closet team on needed sizes.

- **Infant Clothes Clerk** - We typically have two boxes of infant clothing 1-2x/month. You'll be responsible for placing the clothing in the appropriate labeled bins (i.e., size, gender), consider seasonality of clothing, restock any needed items from storage or communicate which items are needed.
- **Pajamas Clerk** - We receive pajamas as part of our regular donations and also have an annual pajama donor. You'll be responsible for stocking the pajamas baskets which are organized by size and gender, restock any needed items from storage or communicate which items are needed.
- **Shorts Clerk** - Because storage is limited for Luke's Closet, we often need to store multiple sizes of shorts in bins in the off-season. You'll be responsible for assessing inventory in February and communicating needs so we can prepare for the April Shop & Eat event. You'll restock shorts after the event and throughout the summer. After the August event, you'll restock, take inventory, and prepare shorts for off-season storage.

Assistant Event Coordinator – Help prepare, plan and execute Shop & Eat events, which typically happen 3x/year on Saturdays in April, August and November. Planning happens remotely, 6-8 weeks prior to an event, and in conjunction with the Luke's Closet team. Event days are typically 8:30 a.m. – 3:00 p.m. While each event is different, a comprehensive plan exists as a starting point. Requires event planning skills, most of which is done via email at your schedule convenience.

Clothing Drive Coordinator – Luke's Closet has a variety of clubs/organizations/businesses willing to host clothing drives and we have a basic process created to guide you. You'll connect with previous hosts about hosting again and respond to new requests. We also welcome your ideas about other organizations to contact. You'll have a designated Luke's Closet email account to coordinate logistics between drive hosts and Luke's Closet. May require delivering donation boxes or picking up donations.

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Pillowcase Makers

When Luke's Closet delivers clothing to a child, they are packed in pillowcases that stay with the child. In a life of frequent temporary places and things, this pillowcase may be one of the few things that is permanently theirs. A standard size pillowcase requires 1 yard of fabric and volunteers sew pillowcases at their own leisure. We welcome fabric styles for boys and girls ages 0-18. Luke's Closet can supply the fabric, if requested. We'll send an email when our inventory is low.

Other?

Do you have ideas about how your unique gifts could help Luke's Closet? We'd love to hear about it! Please email us at lukesclosetcommunications@gmail.com. We'd love to connect with you.

Thank you for considering Luke's Closet!

Mission, Vision & Values: To serve and support foster, kinship and adoptive families residing in Dane County, by providing free, high-quality clothing efficiently and effectively. Engage our community by offering volunteer, clothing and monetary donation opportunities. We value Christian service.

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