Care Team Launch Checklist

**Pray** (It’s a good idea to ask someone in the group to pray.)

**Introduce** yourselves and share why you are volunteering.

**Verify** that all volunteers have been trained or set up a time for their training.

**Share** about the foster family, distribute their info via Family Contact Information. (Have each person take a photo for their records and keep their own paper copy.)

**Decide** who will make the One-Pager. A template will be provided. A copy of the One-Pager can be sent via email and a hard copy for everyone should be brought to the Meet & Greet. (Having a hard copy is important!)

**Take** a photo, using your phone, of each volunteer household for the One-pager. (Pictures preferably taken by the person who will be making the document.)

**Write** down name, email and best phone numbers of volunteers on the sign-up sheet.

**Establish** which week of the month each household will provide a meal.

**Decide** who will be the Team Leader for the Care Team. (Inform them of required additional training.)

**Plan** the meal for the Meet & Greet, a shared meal between the Care Team and the foster family. (The new Team Leader takes notes about what is decided.)

Meal ideas for the Meet & Greet:

* Lasagna or pasta, salad bread, dessert, drinks
* Rotisserie chickens, mac ’n cheese, bread, salad, dessert, drinks
* Chili & fixings, corn bread, salad, dessert, drinks
* Order pizza, salad, fresh fruit, dessert, drinks
* BBQ, mac ‘n cheese, coleslaw, buns, dessert, drinks
* Make your own tacos: meats, rice, beans, tortilla chips, guacamole, sour cream, salsa, dessert, drinks
* Drinks: Water, lemonade, sweet/unsweetened tea (please, no soda) Be prepared: Bring all paper products, cups and utensils.

**Choose** a date for the Meet & Greet from the options given by the foster family.

**Take** a photo of the entire Care Team!

**Distribute** *agency* volunteer applications and have volunteers fill them out and turn in **before leaving**.