History of CIO

- Founded in 1984 by Richard Miller and John McMeel
- Have completed over 9,000 Houses to date
- $3 Million annual economic impact to our community
2021 Program

• Saturday, October 9th
  – Adopt-a-House Day
  – Or your team can work any day that is convenient for them

• Each year we work on 350-400 houses
  Unless we don’t 😊

• CIO provides material and support

• Teams have hands-on impact in the community
Who We Help...

The homeowners chosen for the program are from the following groups:

• Elderly (62+)
• Disabled
• Veterans
• Must own their home
• Low income - do not have resources to be able to make the repairs themselves
House Inspections

- Complete initial inspections to select home for your team
  - Meet with approximately 3 homeowners and select one or more for your project
  - Determine needs of homeowner
  - Determine if project fits your skills/resources
- Bring along camera to capture info to show your team
- Bring flashlight when looking at house
- Safety is the first consideration in our work
- No promises to the homeowners (These are the things we are going to try to do on your home.)
Some of the Typical Volunteer Tasks...

Skilled / Unskilled

- This is NOT extreme home makeover!!
- Do what you can with the team you have
- Interior and exterior painting. *(Including scraping)*
- Caulking
- Replacing broken glass in windows
- Repairs to porches and stairs
- General cleaning and construction cleanup
- Installing handrails
- Cleaning and repairing gutters
- Installing insulation
- Weatherization
- Wheelchair ramps
- Correcting minor plumbing, electrical, and structural problems
Typical Professional Tasks

• Plumbing
• High Pressure: everything up to the shutoff valve closest to the faucet Low Pressure: everything before the “P” trap
• Any non-maintenance work on furnaces or hot water heaters (new filters, draining)
• We don’t do air conditioners
• Electrical
• Anything that requires you remove the cover from the fuse box
Tasks you should avoid

- Work around power lines
- Cut down trees
- CIO does not work on A/C, garage doors, replace roofs, or install new fences
- Install gutter covers
- Install new windows units for house
- Do foundation work
- Replace concrete or asphalt driveways
- Mulch landscape (we do not have the budget to buy mulch.)
- Please do not give out your cell phone number to homeowners or Steve’s cell number!
Who Can Help?

• Friends and family are encouraged to participate

• What age is appropriate?
  – We recommend that a person be over 18 to use power tools or climb ladders.
  – Assign age appropriate tasks
  – Make sure someone knows what poison ivy looks like
Materials

Make a complete list of materials you need
Don’t start a task you cannot finish in one day!

Christmas In October Warehouse:
Tools, Ladders, Paint and paint supplies, Rags, Carpet tiles, Light fixtures, Plumbing supplies, Smoke detectors, Other misc. items
– Take only what you need
– Unused items and tools/ladders must be returned at the end of day
– Leave leftover paint with homeowner
– See house captain packet for warehouse hours and phone number

Vendor Cards
If you need something not in the warehouse ask for a Vendor Authorization Card(VAC)
They can be used at the list of vendors on the back of the card
Your organization may also provide funds for incidental purchases
– Please do not use Vendor cards for paint, tools, caulk or other materials
Materials

• Paint, wood, glass
  – Place your order the week before your work day
  – Please use the online tool
    • Forms are in the HCA.
  – **Paint**: More info later
  – **Wood**: will be pulled and ready at Schutte Lumber
  – **Glass**: All glazing and screen repair will be done at the CIO Warehouse, drop-off point in the middle garage bay
    Each window and screen frame must have an address sticker and a cell phone number with the name of the person to call when they are ready.
  – **Special Orders** picked up in the middle garage bay
Paint Program

- All tinted paint will be picked up at Sherwin Williams
- Please use online tool
  - Confirmation mail
- ColorSnap
Smoke Detectors

• Part of our program to increase safety!
• We are providing 1, 10 year battery smoke detector per house!
TRASH, Porta Toilets,

There will be **NO** Event Day pickup. Make every effort to place trash in plastic bags or bundles at the front curb, the same rules apply to their trash pickup as your own. All *bulk trash* will be picked up by the city **but it may take as many as 3 weeks**.

If you need a *dumpster*, submit the request online **at least 2 weeks in advance**. Dumpsters will start being delivered on Thursday this year.

Let us know if you have an unexpected large amount of trash.

Please inform all residents that their trash **will** be picked up and not to call the city.

Dumpsters & Toilets need to be on the homeowners property if possible or on the street if there is enough time to get a permit.
VENDOR CARDS

• **Vendor Cards** are provided
  – To help you get materials that we do not have

• **The home address is the Purchase Order (PO)**

• **If your company or group provides you with a budget for each house, use those resources FIRST, than use the vendor card**
  – Will be given to you when you check OUT at the warehouse

• **You are permitted to charge materials at these vendors.**
  – Simply present the vendor card and CIO will approve of the expenditure during checkout.
  – Paint-related items must be purchased through CIO.

• **What are you buying event day?**
  – Let me know so I can try to stock it for you
Adopt-a-Tub

• Fill it
• Return it
• We store it
• You use it again next year
Forms

• Waivers
• House Captain example
• Cut Glass order form
• Inspection report sample
• Order forms (best to use online tool)
# Warehouse Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Wednesday Sept. 29th</td>
<td>11am-6pm</td>
</tr>
<tr>
<td>Thursday Sept. 30th</td>
<td>Call Steve</td>
</tr>
<tr>
<td><strong>Friday Oct. 1st</strong></td>
<td><strong>11am-5pm</strong></td>
</tr>
<tr>
<td>Saturday Oct. 2nd</td>
<td>Call Steve</td>
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<tr>
<td><strong>Sunday Oct. 3rd</strong></td>
<td><strong>11am-6pm</strong></td>
</tr>
<tr>
<td><strong>Monday Oct. 4th</strong></td>
<td><strong>11am-6pm</strong></td>
</tr>
<tr>
<td>Tuesday Oct. 5th</td>
<td>Call Steve</td>
</tr>
<tr>
<td><strong>Wednesday Oct. 6th</strong></td>
<td><strong>11am-6pm</strong></td>
</tr>
<tr>
<td>Thursday Oct 7th</td>
<td>Call Steve</td>
</tr>
<tr>
<td><strong>Friday Oct. 8th</strong></td>
<td><strong>11am-6pm</strong></td>
</tr>
<tr>
<td><strong>Event Day!</strong></td>
<td><strong>Saturday Oct. 9th</strong></td>
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<tr>
<td><strong>Return Materials</strong></td>
<td><strong>Sunday Oct. 10th.</strong></td>
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Steve 9130-710-9517
House Captain Responsibilities

Identify A House for Your Team
- Select house
- Inspect House/Meet with homeowners
- Identify projects that can be completed on work day
- Supervise projects
- Submit online report summarizing work at the end of project (Takes 2-3 minutes to complete)

Materials
- Identify materials needed
- Gather all materials from either CIO warehouse or our partner vendors
- Return unused materials to CIO warehouse

Volunteers
- Recruit volunteers
- Organize volunteers
- Collect signed waivers from your team for CIO so we can cover insurance
3:00 to 6:00 at the Warehouse on Event Day.

Remember to bring back your ladders and leftover materials.

You are all more than welcome to share beer and brats with Christmas in October volunteers and staff! Hang out with other groups and share stories on how the day went.
Summary

• Select potential house(s) from online system to inspect

• Conduct on-site house inspection to select house(s) for your team and select specific projects that can be completed in one day

• Obtain needed materials from CIO
  ✓ Tools and materials from warehouse or vendor partners
  ✓ Request Skilled or Special help that is needed

• Manage work day activities on your house

• Submit online report to CIO summarizing work completed

• Have fun making a difference in the lives of families in our community!
Loki Update
Questions?

Please feel free to call us or stop by the warehouse!

816-531-6443

Steve’s Mobile 913-710-9517

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Kansas City, Missouri 64111

http://www.christmasinoctober.org