Thank you for agreeing to be a district collection site for the **COVID-19 Reentry Kit Challenge**. As a collection site, other groups and individuals will be dropping off assembled hygiene kits [similar to UMCOR Hygiene Kits] and facemasks. These items will, then, be picked up by Disaster Response representatives or ODRC staff at the end of June.

Below are the responsibilities for serving in this capacity. We ask each district collection site to:

1. **Set dates and times groups and individuals can drop off kits and masks.** Dates and times are at the collection site’s discretion. For example, drop off times can be by appointment, when a church staff member is on site, or the last week of the challenge. Drop off options will be posted on the COVID-19 Reentry Kit Challenge webpage and can be adjusted through the month of June.

2. **Provide a safe method for drop offs.** You may leave a bin at a discrete location outside the church or designate a location within the building that people can easily access without needing supervision or staff help.

3. **Identify a point person to be contacted about drop off location and to collect packing slips.** This person will be kept in the communication loop throughout the Challenge. At the end of the Challenge, packing slips can be mailed, scanned, or photographed and sent to challenge coordinator, Reba Collins, at rebakco@gmail.com.

4. **Collect the All In Community COVID-19 Reentry Kit Challenge Packing Slip.** Please post a sign and extra slips at the drop off location to remind people to fill out a packing slip and leave it at the top of their donation. Collect the slips on a weekly basis and hold them until all the challenge is finished. A member of the Disaster Response Ministry or All In Community initiative will contact you on a weekly basis for a running total of donations. (extra slips below)

5. **Store assembled kits and masks through July 1.** The drop off deadline is June 22nd. Anticipate holding the collected items through the following week as arrangements are made through the Disaster Response Ministry and ODRC for pick up.
6. **Assist with arranging a time for items to be picked up at the end of the Challenge.** The point person will work with Reba Collins to arrange a time for items to be pick up.

Thank you again for serving your community and for helping other UM members serve. For questions or concerns, contact:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reba Collins</td>
<td>All In Community</td>
<td><a href="mailto:rebakco@gmail.com">rebakco@gmail.com</a></td>
<td>513-262-0184</td>
</tr>
<tr>
<td>Jeff Walker</td>
<td>WOC Disaster Response</td>
<td><a href="mailto:jwalker@alink.com">jwalker@alink.com</a></td>
<td>740-323-6750</td>
</tr>
<tr>
<td>Paula Nourse</td>
<td>UMW</td>
<td><a href="mailto:kinder6595@hotmail.com">kinder6595@hotmail.com</a></td>
<td>614-326-9062</td>
</tr>
</tbody>
</table>
West Ohio Conference
All In Community COVID-19 Reentry Kit Challenge
Parking Slips

Group Name: ________________________________________________________________

Mailing Address: __________________________________________________________________________

Contact person: ___________________________ Tel #: __________________________

Email: __________________________________________________ District: ______________________

Please indicate the number of items delivered:

_____ Hygiene Kits    _____ Masks

Place packing slip inside of boxes/bags and on top of items to be delivered.

Thank you for being the church during the COVID-19 pandemic!

West Ohio Conference
All In Community COVID-19 Reentry Kit Challenge
Parking Slips

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Mailing Address: __________________________________________________________________________

Contact person: ___________________________ Tel #: __________________________

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