

Fight Homelessness,  
Not the Homeless...



**Service Guide  
Winter 2017**

*“Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.”*

- Matthew 25:40

*“I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another. By this, everyone will know that you are my disciples, if you have love for one another.”*

- John 13:34-35

# I n t r o d u c t i o n

**A**s Christians, we are commanded to love one another as Jesus loved us. Jesus demonstrated love through service to others, and asks us to do the same by serving the least of these: the hungry, the thirsty, the sick, the imprisoned, the naked, and the stranger. As such, Methodist Temple is committed to loving women and children experiencing homelessness in Evansville through consistent, sustained service.

To this end, I have asked area homelessness service providers to share with me what they need in order to best help people experiencing homelessness. What you hold in your hand are these needs. My goal for Methodist Temple in 2017 is for everyone to have participated in service to folks experiencing homelessness. My dream is for each of us to develop sustainable, service-oriented relationships with this population through helping these organizations. This means more than a single event. This means ongoing opportunities and long-term relationship building that will carry us beyond 2017, and closer to the Kingdom.

# So, where do we start?

## 1. Pray

Pray for these organizations, the people working there and the people receiving services. Pray for those on the streets, and those who have found housing. Pray for an end to chronic homelessness in our city. Pray for God to reveal to you how your skills intersect with the needs of the world, and to show you the way to serve.

## 2. Experiment

Carefully read through this list. Consider your strengths. Are you good at fixing things and working with your hands? Do you thrive from interaction with people, even when it's difficult? Are you good with finances? Do you love working with children or youth? Find a project that fits your skills, find some friends, and go do it!

## 3. Experiment Again

You may have to try a few projects before you find one that's right for you, and that's ok! Jesus doesn't tell us to serve perfectly, just to serve. Talk with your friends, with your small group, or with me. Reflect on your experiences. Continue to pray, and to be vulnerable, willing to do something that at first may make you feel uncomfortable. For it is only in our weakness that God can truly give us His strength.

Blessings,

**Sarah Cannon**

Outreach Director

Methodist Temple UMC

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Evansville, IN 47714

outreach@methodisttemple.church

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# Ozanam Family Shelter

1100 Read Street

Evansville, IN 47710

**Phone:** 812.422.2214

**Email:** ofsew.org@gmail.com

Jean Alvey, Executive Director

**Hours of Operation:** 24 hours a day / 7 days a week

## What is Ozanam Family Shelter?

They are the largest emergency temporary shelter in Evansville, IN that houses single women, single mothers, single fathers, two-parent families, and couples with no children who find themselves in a homeless situation.

### **Services Provided:**

- Free accommodations (17 families, and six single adult women)
- Ozanam is the only shelter in town which houses single dads with children
- Provides three full meals a day and two snacks
- Provides life skill workshops, job assistance counseling, and parenting classes

# Ozanam Family Shelter Wish List

## On-Going Volunteer Help Needed

- Assistance with dinner meal 4:30pm-7:00pm
- Receptionist, hours may vary
- Computer expert for when problems occur with computers, wi-fi
- HVAC expert
- Dishwasher repair professional
- Auto repair expert/auto parts/repair donations
- Gutter cleaners/annually
- Tutors, 6:30 p.m. - 8:00 p.m.
- Monthly or weekly craft time for children
- Monthly or weekly parenting skills class for parents
- Help moving when residents move out
- Occasional driving service to take people to appointments
- Cooks to prepare/help prepare evening meal 1:30 p.m. - 3:30 p.m.

## One-Time Big Ticket Items

- Repair/replace broken kitchen flooring
- Install camera security system in common areas and outside perimeter
- Replace ground cover of playground
- Repair/replace sprinkler/fire dry valve system
- Replace old broken dressers/chest with metal dressers
- Install locked medicine cabinets in all rooms
- Remodel office area
- Create office for assistant director/case manager

# Ozanam Family Shelter Wish List (continued)

- Create private client intake room.
- Move Staff only door east
- Remodel lobby/room 6
- Replace walk-in cooler with smaller cooler
- Replace tall ledge reception desk with user-friendly desk
- Create large sitting area in lobby
- Move entrance to playground to room 6 area
- Convert current playground entrance to storage?
- Speed Queen mechanical control washing machine

## Big Dreams for the Future

- Purchase properties at 1106 Read St. and 1108 Read St.
- Enlarge playground, eliminate smoking/congregating in front of building
- Remedy leaking when toilets/sinks overflow upstairs.
- Finish ceiling in laundry room
- Create babysitting for residents just starting jobs?

## Small Items Continually Needed

- Baby wipes
- Diapers, sizes 4,5,6
- Shampoo
- Conditioner
- Ethnic Hair Products
- Feminine Products (tampons & pads)

- Razors, shaving cream
- Body Wash
- Lotion
- Bath, Hand Towels, Wash cloths
- Full, Twin size bed linens
- Full, Twin size blankets
- Pillows
- Toilet paper
- Paper towels
- Small denomination gas cards
- Acetaminophen
- Ibuprofen
- Aspirin
- Cough drops
- Hydrogen peroxide

# YWCA

118 Vine St.

Evansville, IN 47708

**Donations Contact:** Lindsey Hartz

**Email:** lhartz@ywcaevansville.org

**Phone:** 812.422.1191

Erika Taylor, CEO

**Hours of Operation:** 24 hours a day / 7 days a week

## What is YWCA?

### **Services Provided:**

- Emergency housing for homeless women and their children
- Domestic violence shelter and services
- Transitional Housing for homeless women in recovery from addiction
- After-school programming for at-risk girls in grades 3-12
- Mentoring for at-risk girls in grades 6-12
- YWCA provides case management and assistance to housing clients including basic needs (food/shelter/clothing), safety planning, children's advocate, legal advocacy, education and support groups, life skills, financial literacy, job skills, housing referrals, parenting classes, accessing services provided by community partners.



# YWCA Wish List

## On-Going Volunteer Help Needed

- Auto repair expert/auto parts/repair donations
- Yard Work/Weeds/Trim Shrubs/Beautification
- Female Mentors for middle school and high school girls
- Occasional help with mass mailings

## One-Time Big Ticket Items

- Repair/replace all flooring on the 3rd floor
- Replace windows and exterior doors at Bosse House facility
- Replace roof at Bosse House facility
- Build or Purchase outdoor shelter/gazebo
- Replace ground cover of playground
- Replace playground equipment
- Replace old/broken bedroom furniture
- Remodel Reception Area
- Remodel 3 bathrooms in the shelter
- Remodel shelter staff office
- Fill-in decommissioned swimming pool
- Replace Carpet in the Parlor
- Replace Carpet at Bosse House facility
- Remove wall paper/painting at Bosse House facility

# YWCA Wish List (continued)

## Big Dreams for the Future

Major capital campaign to completely remodel the basement, add square footage to the shelter, reconfigure administrative space, and make improvements to all living areas for clients.

## Small Items Continually Needed

- Baby wipes
- Diapers, All sizes
- Full Size Shampoo and Conditioner
- Ethnic Hair Products
- Feminine Products (tampons & pads)
- Razors, shaving cream
- Body Wash
- Lotion
- Bath Towels and Wash cloths
- Twin size bed linens
- Twin size blankets and “Bed in a Bag” sets
- New plastic mattress covers
- Pillows
- Toilet paper
- Paper towels
- Small denomination gas cards
- NEW Underwear - All Sizes
- Plus Size clothing - size: 18, 20,24
- Plus Size pajamas - size: 18,20,24

- Sweat pants
- Pants with elastic waist
- Flip Flops
- New socks
- Robes
- Winter coats, hats, gloves
- New combs/brushes
- Deodorant
- Pots and Pans
- Bowls
- Drinking Cups
- Cooking Utensils
- Box Fans
- Plastic Containers with Lids
- Three Drawer Plastic Rolling Containers
- Alarm Clocks

# House of Bread and Peace

250 East Chandler Ave.

Evansville, IN 47713

Sarah Wolf, Executive Director

**Email:** hbpeaceexdir@aol.com

**Phone:** 812.425.6754

## What is The House of Bread and Peace?

The mission of The House of Bread and Peace is to provide for the basic needs of homeless women and children while assisting the women in becoming independent and self sufficient. They help them build a strong foundation for a more successful life by identifying and addressing their individual needs and goals.

### **Services Provided:**

- Emergency Shelter for single women and women with children.
- Provide all basic needs (food, lodging, personal care items) while assisting them in becoming independent and self-sufficient.

# House of Bread and Peace Wish List

## On-Going Volunteer Help Needed

- Help in House with organization of Pantry and Storage areas
- Help with general household maintenance issues
- Electrician for when we have electrical repairs
- Plumber when we have plumbing needs

## One-Time Big Ticket Items

- Yard barn to store push mower and yard maintenance stuff
- Replace broken screens in house
- Replace ceiling fans
- Clean carpets on stairs
- Replace playground equipment
- Clothes dryer for resident laundry room

## Small Items Continually Needed

- Toilet paper
- Paper towels
- Trash bags (13gal & 33gal)
- “Zip-Loc” bags (gallon size)
- Body Wash
- Bar soap (regular size)
- Hand soap
- Baby wipes
- Laundry detergent
- Dish soap
- All-purpose household cleaner
- Bathroom Cleaner
- Windex
- Sweat pants (all size, new)
- Totes with lids (any size, but prefer 18 or 22 gallon)

# Aurora, Inc.

1100 Lincoln Ave.

Evansville, IN 47714

**Phone:** 812.428.3246

**Email:** [info@auroraevansville.org](mailto:info@auroraevansville.org)

Brian Kerney, Executive Director

**Hours of Operation:** Monday – Thursday 8:00 a.m. – 4:00 p.m.  
& Friday 8:00 a.m. – noon

## What is Aurora?

Aurora's mission is to prevent and end homelessness in our community. We believe that everyone has value and needs a safe, decent and affordable place to call home. Aurora serves more than 1,000 men, woman and children each year through five programs: Homeless Outreach, Rapid Rehousing, Re-entry, Beacon, and Vision 1505. Aurora is a leading catalyst in identifying gaps, establishing innovated and permanent solutions, and drawing together interested parties to ensure that homelessness becomes a problem of the past.

We believe in a "Housing First" model, meaning a homeless individual or household's first and primary need is to obtain stable housing, and that other issues affecting the household can and should be addressed once housing is obtained.

# Aurora Wish List

## Homeless Outreach

Each week, Aurora's Homeless Outreach Team takes food bags, hygiene products, and other necessities to 30 to 50 individuals and families living on the streets. They need the following items.

### Vital

- Plastic two-handle bags or reusable shopping bags
- 2-3 Proteins – beanie weenies, Vienna sausage, potted meat, tuna (cans or packages), peanut butter & crackers or cheese (individual size), protein bars
- Fruit (canned or cups) or applesauce
- 1-2 Snack Items – crackers, chips, cookies, granola bars
- Bottled water or juice (two per bag in summer)
- Napkins & plastic eating utensils (packaged in a small plastic bag)

### Optional

- Ramen noodle cups, pasta or soup (easy-open cans)
- Vegetables (easy-open cans)
- Cereal (individual size)

### Other Outreach Supplies

- Backpacks, Sleeping bags & Tents
- Paper Goods – toilet paper, paper towels, feminine hygiene products
- Men's & Women's jeans, t-shirts, & sweatshirts
- Coats, gloves, & hats
- Small sewing kits
- Men's & women's socks & underwear

## Aurora Wish List (continued)

- Travel-size hygiene products – toothbrushes, toothpaste, razors, shampoo, conditioner, lip balm, soap, lotion, shave cream or gel, deodorant
- Dark colored blankets

### Supplies for the Newly Housed

When Aurora is able to obtain housing for individuals and families, they generally do not have many belongings as they have been in shelter or on the street. The Housing Starter Kit, furniture and other supplies helps to fill this need.

- Kitchen supplies – Silverware (knives, forks, spoons); Cooking Utensils (large spoons, knives, spatula, pot holders, measuring cups, measuring spoons, etc.); Frying pans, sauce pans, lids; Dishes (cereal bowls, fruit/pudding bowls, cups, glasses, large & small plates); Misc. (aluminum foil, sandwich bags, can opener, salt/pepper shakers, salt & pepper, silverware organizer, ice cube trays, etc.)
- Cleaning supplies – Broom, dust pan, waste basket, cleaning solutions (toilet, dish, kitchen, window, dusting, etc.), toilet brush, plunger, paper products (paper towels, toilet paper, Kleenex), laundry basket, detergent, trash bags
- Linens – Sets of sheets, pillows, blankets, bath towels, shower curtain & rings, dish towels, wash cloths, sponges
- Personal supplies – Soap, deodorant or antiperspirant, tooth paste, tooth brush, feminine hygiene products
- Containers – 30 gal. plastic tubs with lids and sturdy handles; 13 gal. tall kitchen trash can; small, round laundry basket (\$1 at Dollar Tree)
- Miscellaneous Items – Light bulbs, smoke alarms, fire extinguishers (small for ABC fires)



# On-Going Volunteer Help Needed

## Administrative

- Clerical Assistant – Assist the office manager with general clerical duties including copying, answering phones, directing clients to case managers, computer tasks, etc. Needed anytime.
- Mailings – Assist the office manager with mailings including assembly, stuffing envelopes, and labeling. Needed quarterly.
- Office Cleaning and Organizing – Assist with general housekeeping tasks including dusting, trash, sweeping, bathrooms, etc. Needed anytime.
- Property Maintenance – Assist the office manager with general property maintenance such as window washing, trash pick-up, raking leaves, weeding, sweeping, etc. Needed anytime.

## Fund Development

- Data entry – Updating information about donors, as well as updating thank-you letters. Needed anytime.
- Special Events – Join committees to help plan and implement special events. Meeting attendance for committees is important due to deadlines. Current Special Events: Midwest Gingerbread House Competition; Trivia Tonight. Needed anytime.
- Fund Development Committee – Committee that develops and implements fundraising strategies in the organization. Meetings are monthly. Needed Monthly.
- Donor Building – Develop and strengthen donor relationships by aiding Executive Director and/or Development Officer with attending personal meetings, making phone calls, sending emails, and writing thank-you cards and letters. Needed anytime.
- Promotion & Recruitment – Promote our volunteer program by participating in speaking engagements, community fairs and events, and school, church, and business functions. Send emails, make phone calls and send letters to aid with recruitment. Needed anytime.

# Aurora Wish List (continued)

## Communications

- Website Development and Management – Assist the Administrative Assistant with website development and maintenance. Needed anytime.
- Publication Writing – Assist the Administrative Assistant in writing pieces for the newsletter, annual report, and website. Needed anytime.
- Video and Audio Production – Assist the Executive Director in the production of informational videos, public service announcements, and audio announcements about Aurora. Needed anytime.
- Document Development – Assist the Administrative Assistant in development of brochures, flyers, newsletters, etc. Needed anytime.
- Special Celebrations – Aid staff with planning special celebrations that help raise awareness about homelessness including the Homeless Memorial Service. Needed anytime.
- Speaker's Bureau – Become educated and trained in topics regarding homelessness and Aurora in order to participate in speaking engagements. Needed periodically.
- Presentation Material Development – Develop presentation materials to be utilized for speaking engagements including PowerPoints, posters, folding boards, etc. Needed anytime.

## Outreach Team and Rapid Re-housing Team

- Referral Specialist – Assist the Outreach Team in answering phone calls from clients and walk-in clients with referrals to community resources. Needed anytime.
- Outreach Bag Assembly – Assembly of outreach bags that include food items and drink that are given to homeless individuals. Needed anytime.
- Furniture Pick-Up – Assist the Outreach Team in picking up donated furniture. Needed anytime.
- Moving Assistance – Assist the Outreach Team in helping clients move into their new home. Needed anytime.

- Housing Kit Assembly – Put together Housing Kits for clients that are made of donated household items such as dishes, cleaning supplies, sheets, etc. Needed anytime.
- Cleaning, Organization & Maintenance – Clean outreach vehicles, clean and organize storage facility. Needed anytime.
- Clerical Assistant – Assist staff with general clerical duties including copying, answering phones, directing clients to case managers, computer tasks, etc. Needed anytime.

## **Finance & Operations**

- Inventory – Aid Finance & Operations Manager with inventory database by updating the database with incoming and outgoing goods. Must be familiar with Excel. Needed anytime.
- QuickBooks & Donor History – Aid Finance & Operations Manager with developing a history of donors by accessing QuickBooks files. Needed anytime.
- In-Kind Donation Processing & Sorting – Process in-kind good donations by counting and recording items accurately; after processing, items are to be sorted and put away in the correct place in the basement. Needed anytime.
- In-Kind Donation Coordinator – One person is needed to coordinate the in-kind donations needed to assembly housing kits and outreach bags, as well as assessing needs of clients by talking with case managers. This person will work with other volunteers, community groups, and non-profits to ensure that needs are met. Needed anytime.
- Laundry Assistance – Provide laundering services for items that are donated that require cleaning before being given to clients. Needed anytime.

## **Re-Entry**

- Re-Entry Project – Become a mentor to a person recently released from incarceration to aid them from becoming homeless and reducing recidivism rates. Provide help with moving, establishing a home, finding stable employment, etc. Help Re-Entry team locate community resources for returning offenders. Needed anytime.
- Public Awareness – Promote “Housing Matters!” year-round. Advocate by becoming more informed and sending letters and speaking to political leaders and groups. Needed anytime.

# United Caring Services Ruth's House

321 E. Walnut

Evansville, IN 47713

**Phone:** 812.402.0424

Darla Jones, Executive Board Member

**Hours of Operation:** 7:00 p.m. – 7:00 a.m., Monday – Sunday

## What is Ruth's House?

The UCS Ruth's House Women's Emergency Night Shelter that offers a safe, clean, home like overnight shelter for up to 26 homeless women. Ruth's House provides evening and morning snacks for guests, but it is not a Day Shelter, so guests must leave by 7am. The Women's Shelter is often filled to capacity. Each guest has her own bed, closet space and dresser drawers in which to store personal belongings. UCS provides pillows, sheets, blankets and towels and personal hygiene items for each guest. Guests are required to fulfill certain duties around the house as a condition of their stay -- maintaining a safe and sanitary environment.

# Ruth's House Wish List

## Small Items Continually Needed

- Bath towels
- Hand Towel
- Wash cloths
- Underwear-Size: 6,7,10,12
- Plus Size clothing- size: 18, 20,24
- Pajamas- size: 18,20,24
- New combs/brushes
- Deodorant
- Jackets
- Hats
- Gloves
- Socks
- Kitchen size trash bags
- New vacuum(bag less if possible)
- Laundry baskets
- Answering machine for phone in office. Received new phone but it does not have an answering machine
- Under-bed storage from the Container Store
- New furniture in tv room on first floor

## On-Going Volunteer Help Needed

- 2-3 volunteers to assist staff with opening up night shelter at 5:00 p.m.
- 2-4 volunteers to prepare breakfast/dinner for guest

## Ruth's House Wish List (continued)

- Volunteer to lead bible study once per month
- Monthly/Weekly volunteer for art project with guest

## Big Dreams for the Future

- Carpet removed from entire second story, replaced with laminate
- Repainting of interior bedrooms on second story
- New floor and base boards for entire upstairs
- Laminate flooring in tv room on first floor
- Additional fencing on side of house to enclose garden



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