

GO TEAM INSTRUCTIONS

- Please watch the short video training at ccgf.org/video-training.
- The GO TEAM has been divided into geographical regions surrounding the church.
- We are here to assist our members in need.
- We have put together a CALL TEAM who will be calling members to assess needs.
- If a need is discovered, it will be given to the GO TEAM.
- The GO TEAM will be picking up prescriptions, groceries, medicines, and other essential needs. (We will not be doing any large shopping orders, only essential needs).

The Plan of Action

- The GO TEAM leader will receive the need and location.
- The GO TEAM leader will then go to the list of people who volunteered for the GO TEAM and find someone close to the area of the need.
- The GO TEAM member will be emailed or called to see if they are able to run the errand.
- The GO TEAM member will go to the store, pharmacy, etc. and pick up the needed items.
- The GO TEAM member will then drop the items off at the church Monday through Friday along with the receipt for reimbursement and a note with your name on it. *
- Reimbursement checks will be issued within 24 business hours and mailed to you or you may pick it up the next day at the church. Monday through Friday. **Please note: a receipt is required for reimbursement.**
- The church will receive the items, pack them into prepared bags along with a note of encouragement and a scripture verse. We will let the recipient know at this time the amount of the receipt so they can leave it in an envelope for the delivery driver if they are able.
- A Delivery Driver will then be called to pick up the items from the church and deliver them to the recipient. The Delivery Drivers will leave the items on the front porch, mailbox or other requested location at the residence and pick up the envelope of payment (if applicable). Delivery Drivers will not enter nor interact with the recipients. Most of the Delivery Drivers will be college and high school students. The Delivery Drivers will each receive \$20 gas money to start.

* We are asking for items to be dropped off at the church so that we may re-bag and add to the delivery. **If you feel like you would rather shop and drop off at the recipient's residence, please let us know.** We want to make this as easy as possible for everyone. The Delivery Drivers are mostly younger adults, so we wanted to make sure they had a job to do as well.

If you have any questions/concerns: email or call Michele Bender mbender@ccgf.org,
412-741-4900, ext. 142

CCGF TASK FORCE SUMMARY INFO:

1. **CALL TEAM:** To call elderly, at-risk or high-risk members and widows or widowers, and check in. Assess wellness and identify needs. Offer prayer and the promise of another call in a week.
2. **GO TEAM:** To shop for items for needs resulting from the calls. To deliver items to the recipients.
3. **PRAYER TEAM:** To pray for specific needs arising from the CALL TEAM or from the GO TEAM. To pray for those requests from the online form.