

January 2024

Publication notice to request new host congregation and new coordinator for Operation Layette

Since 1997, St. Paul Lutheran Church in Royal Oak has hosted CLW's Operation Layette program. At this time, a new host congregation is needed.

Needs for a host congregation are as follows:

1. Storage space – Approximately 120 cubic feet to store supplies between assembly dates. Boxes and bins will be provided, but the host will need to supply shelving.
2. Assembly space – When assembly events are scheduled, a sizeable room with tables is necessary to lay out all the supplies.

Responsibilities for a coordinator are as follows:

1. Report program status and events to CLW for Executive meetings, Board meetings and general meetings.
2. Attend CLW Board meetings. Attend CLW general meetings & luncheon and promote Operation Layette with display (materials will be provided).
3. Receive, sort, and maintain a list of donations. The list is only to know what items must be purchased prior to an assembly event.
4. Schedule layette assembly.
5. Shop for basic layette items that have not been donated.
 - a. Note that Operation Layette receives financial donations which are available (thru the CLW Treasurer) to reimburse for items purchased by the program coordinator.
6. Coordinate pick-up by receiving organizations.