

Guidelines for Operation In As Much (OIAM)

OIAM Date

- OIAM is typically on the last Saturday in April or the first Saturday in May

February

- OIAM Chair needs to find Steering Committee volunteers
- Start weekly meetings in mid-February, after PACEM is complete. These weekly meetings are typically done in a side classroom off the Fellowship Hall, during dinner.
- Most meetings are brainstorming sessions using lists from past OIAM projects and contacts in our church to develop a list of projects. Sunday School classes may also know of a family or organization in need. While we did not solicit the classes we did end up with a couple of projects this way.
- Chair will need a list of Email addresses from the Church office (Sue Walton can provide)
- The Chair and Steering Committee divide up the contacts and begin to call about the project needs.
 - Make sure steering committee members do not “promise” to complete projects at this time
 - Make a list of ALL projects available, then discuss which ones are feasible (or not) on Wednesday nights.
- Chair puts all of the projects into the OIAM Spreadsheet
 - We need to know the nature of the project, if we provide materials or not, approx. number of volunteers needed and any specialized skills for the leader
 - Chair should bring copies of the updated projects Spreadsheet to each meeting

March

- By the first meeting in March, the steering committee should begin to recruit Team Leaders for the projects.
 - Team Leader will call the contact at their project, set up a meeting time and evaluate what supplies will be needed. This information will be returned to the steering committee and co chairs.
 - Team Leaders may also begin to look for volunteers. The Official sign up date is at the OIAM fair, but they can start an informal list now.
 - There is an OIAM Team Leader sheet that has instructions for Team leaders.
- Most off the meetings in the month of March will be the same; adding projects finding team leaders, and updating sheets with project needs.

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April

- In early April, we do a write up in Word describing all of the projects. By now 95% of the projects are known and most should have a team leader.
- One Sunday in April we hold the OIAM Fair. This is the official sign-up date for most projects. The Fellowship Hall is set up with tables down the middle with all of the sign up sheets. The OIAM Committee decorates the Fellowship Hall and provides the luncheon.
- At the OIAM Fair, Team leaders should be ready to describe their project. If a team leader is not available, someone from the Steering Committee or the OIAM Chair can do this.
- Once the OIAM Fair is completed, all of the information and sign up sheets are placed in the Narthex outside the Sanctuary. More volunteers can be signed up there over the next couple of weeks.

Mid April to OIAM

- Continued update of the spreadsheets based on changes reported by team leaders. Watch for projects getting “overstaffed” (need 6 but have 12 people). There will be some projects that you will have difficulty finding leaders for at this time if you don’t get Leaders by the OIAM Fair.
- Be ready to evaluate any last minute projects that will come in. Some can be done, some cannot and some can be done another day.
- There are several other duties that need to be covered over these next two weeks before OIAM. You will need teams at UBC for many. Here they are;
 - Breakfast made for everyone
 - Lunches made for everyone
 - Gophers to deliver items and lunches
 - Coolers and Ice (The Fire Dept. will give us free ice, the Goughs have many coolers, ask for additional coolers based on the number of teams. Other church members will loan them)
 - First Aid Kit for each team
 - Bottled Water
 - Command Central Team (Need two individuals to dispatch gophers with lunches, tools and other supply needs that arise)
 - Childcare at UBC
 - Youth and OIAM Junior Projects
 - Someone to take team photos and photos at each site. It is very helpful to provide Google Directions to each site

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Day Of OIAM

- Everyone meet at UBC at 8AM for Breakfast, commissioning prayer
- Make copies of each team list. We need these at UBC for insurance purposes. All names must be on list and we need the cell number of the Team Leader.
- Have workers pick up their cooler and head out to their project
- Have Team Leaders prepare their lunch count by 10AM. Command Central will call them for their updated count
- If anyone finishes early they can report back to UBC and be reassigned to another project
- Report any and all injuries to Command Central