

AGAPE MANUAL

(UPDATED August 2018)

Approximate Weekend Schedule

These are Estimated Times, Lay Director Can Supply Specific Times for Their Walk

Wednesday Night:

| | |
|---------------|--|
| 5:30-6:30 PM | Arrive at Camp Alamisco |
| 7:00 PM | Official Registration / Fellowship |
| 7:00- 7:30 PM | Send Off for Pilgrims, Dining Hall |
| 7:30 PM | Sponsors' Hour, Chapel |
| 9:00 PM | Lay Director's Talk, Conference Room |
| 9:25 PM | Film "In Remembrance" in Conference Room |
| 10:00 PM | Dismiss Pilgrims in Silence |
| 10:15 PM | Conference Room Team Meeting |

Thursday:

| | |
|----------|---|
| 5:45 AM | Wake Up Pilgrims |
| 7:00 AM | Chapel for Morning Worship |
| 7:40 AM | Breakfast |
| 8:40 AM | Pilgrims to Conference Room |
| 9:00 AM | Tables Assigned and Lay Director's Talk |
| 9:05 AM | Talk # 1 – Priorities |
| 10:25 AM | Pictures Taken / Refreshments |
| 10:50 AM | Pilgrims to Conference Room |
| 11:00 AM | Music / Story of De Colores |
| 11:15 AM | Talk # 2 – Prevenient Grace |
| 12:30 PM | Lunch |
| 1:30 PM | Pilgrims to Conference Room |
| 1:45 PM | Talk # 3 – Priesthood of All Believers |
| 2:35 PM | Refreshment Break |
| 2:45 PM | Pilgrims to Conference Room |
| 3:00 PM | Talk # 4 – Justifying Grace |
| 4:10 PM | Break until Dinner |
| 5:00 PM | Pilgrims to Conference Room |
| 5:15 PM | Dinner |
| 6:15 PM | Pilgrims to Conference Room |
| 6:30 PM | Talk # 5 Life in Piety |
| 7:05 PM | Lay Director Talk, then Chapel |
| 7:35 PM | Return to Conference Room |
| 8:10 PM | Refreshments |
| 8:30 PM | Skit Presentations |
| 10:10 PM | Chapel |
| 10:30 PM | Conference Room Team Meeting |

Approximate Weekend Schedule-page 2

These are Estimated Times, Lay Director Can Supply Specific Times for Their Walk

Friday:

| | |
|----------|--|
| 5:45 AM | Wake Up Pilgrims |
| 7:00 AM | Chapel |
| 7:30 AM | Breakfast |
| 8:10 AM | Pilgrims to Conference Room |
| 8:20 AM | Talk # 6 Grow Through Study |
| 8:55 AM | Lay Director's Comments |
| 9:20 AM | Refreshments |
| 9:40 AM | Pilgrims to Conference Room |
| 10:00 AM | Talk # 7 Means of Grace |
| 11:00 AM | Chapel / Dying Moments |
| 12:15 PM | Lunch |
| 1:30 PM | Pilgrims to Conference Room |
| 1:45 PM | Questions for Means of Grace Talk |
| 2:45 PM | Talk # 8 Christian Action |
| 3:45 PM | Refreshments |
| 4:15 PM | Talk # 9 Obstacles to Grace |
| 5:15 PM | Dinner |
| 5:55 PM | Entertainment |
| 6:30 PM | Pilgrims to Conference Room |
| 6:45 PM | Talk # 10 Discipleship |
| 7:00 PM | Emmaus Community gathers for Candlelight |
| 7:45 PM | Skit Presentation |
| 8:45 PM | Short Break for Pilgrims |
| 9:00 PM | Candlelight |
| 10:15 PM | Party After Candlelight |

Saturday:

| | |
|----------|------------------------------|
| 5:45 AM | Wake Up Pilgrims |
| 7:00 AM | Chapel |
| 7:30 AM | Serenade |
| 7:45 AM | Breakfast |
| 8:20 AM | Pilgrims to Conference Room |
| 8:30 AM | Talk # 11 Changing Our World |
| 9:25 AM | Talk # 12 Sanctifying Grace |
| 10:25 AM | Talk # 13 Body of Christ |
| 11:15 AM | Lunch |
| 12:00 PM | Pilgrims to Conference Room |
| 12:15 PM | Talk # 14 Perseverance |
| 1:00 PM | Talk # 15 Fourth Day |
| 1:30 PM | Packets Delivered |
| 1:40 PM | Personal Agape Letters |
| 3:10 PM | Pilgrims Cross Presentation |
| 4:00 PM | Closing |

Times for Specific Agape to be Given Out

| Agape Item | Time / Where Given Out |
|---|---|
| 1) Bathroom Spray (each room and lobby baths, including 4 for SD/LD/ASD/ALD cabins - 20 total) 2) Soap Dispensers or Soap (each room and lobby baths - 16 total) 3) Ear Plugs (4 pair per room - 14 rooms) 4) Bathmats (1 per bathroom – 14 total) 5) Dixie Bathroom Cups (10 per room - 14 rooms) 6) Kleenex (1 per room - 14 rooms) 7) Kleenex on Conference Room Tables (10 boxes total) 8) Simplehuman Liners for each Pilgrim Bedroom & Bathroom Trash Can (replace if missing) 9) Bag of Fresh Sacks for each Pilgrim Bathroom (replace if missing/empty) | Wednesday: Before Pilgrims arrive |
| (Other Community Agape Letters will be delivered by Agape Board Representative.) | (Delivered to Conference Room & ALD Wednesday evening by Send-off.) |
| (72 Hour Prayer Vigil Poster will be delivered by Prayer Vigil Chair.) | (Delivered to Conference Media Room & ALD Wednesday evening by Send-off.) |
| Get Handouts-from Speakers Changing room. Place in Folders-for Pilgrims packets (Notify ALD if any missing) | Thursday 5:30 P.M. |
| 1) Small Candy Bowls (NO Chocolate) (Permanent Agape) From Ladies of Light, Auburn. Bowls in Agape or Conference Room Supplies 2) Agape Keeper (Brown Handle Bags to hold Agape) | Thursday: 5:30 PM Conference Room |
| 1) Pilgrim Worship book Covers (for purple guides) 2) Ladies & Mens Walks: (Permanent Agape) Wooden Table Names (Replace paper ones) 3) Ladies Walks: (Permanent Agape) Table Name Covenant Dolls | Friday: 7:30 AM Conference Room |
| 1) ADD CHOCOLATE to Small Candy Bowls | Friday: 12:15 PM Conference Room |
| 1) Pilgrim Guide Book Bags (if received) 2) Replace Small Candy Bowls with Large Candy Jars - Combination of Hard Candy and Chocolate (Jars are Permanent Agape) | Friday: 5:30 PM Conference Room |

Please do **not** use the tubs with the vinyl table names and gray handles to haul anything but the Pilgrim Letter Bags for the tables so that the tubs stay looking nice and don't get worn out.

HINTS:

Keep extra candy, Kleenex, earplugs, cups, soap, trash can liners, "Fresh Sacks", and bathroom spray in a box labeled AGAPE in room 7 behind the speaker's prayer chapel. These items have to be replenished daily during the walk and they are more accessible if left in room 7.

Pull the box with the wooden table names and table name Covenant Dolls and put it in room 7 for ease of access. Be sure items are in a box and clearly labeled as AGAPE.

Agape Time Table

First Agape given: *Dinner on Thursday, First Full Day of Walk:*

*Note: First couple of times always try to **give out some type of Agape that can be worn***

| Day | Location | Time to Set Out | Amount of Agape |
|------------------------------|------------------------------------|------------------------|--|
| Thursday | Dining Hall for Thursday Dinner | By 3:30 PM | 3 Pieces |
| Thursday | Conference Room | 5:30 PM | 3 Pieces |
| Thursday | Dining Hall for Friday Breakfast | 6:30 PM | 4 Pieces |
| Thursday | Bed Agape | 8:40 PM | 3 Pieces |
| Friday | Conference Room | 7:30 AM | 4 Pieces |
| Friday | Dining Hall for Friday Lunch | 9:00 AM | 5 Pieces |
| Friday | Conference Room | 12:15 PM | 5 Pieces |
| Friday | Dining Hall for Friday Dinner | By 3:00 PM | Jesus Plaques, Wooden Crosses, & 6 other Pieces (to include Engraved Bookmarks for Men's Walks only) |
| Friday | Conference Room | 5:30 PM | 6 Pieces |
| Friday | Bed Agape | 5:45 PM | 4 Pieces |
| Friday | Dining Hall for Saturday Breakfast | 7:00 PM | 6 Pieces |
| Saturday | Conference Room | 7:50 AM | 6 Pieces |
| Saturday | Dining Hall for Saturday Lunch | 9:00 AM | 8 Pieces |
| Saturday | Conference Room | 11:25 AM | 6 Pieces |
| Total of Agape Items: | | | 72 individual Agape Items (of 65 each) |

***Notes:

Using this as your guide, you will need 72 individual Agape items. The idea is to start small and gradually increase the amount of Agape you put out as the weekend progresses. You always want a nice full setting for Friday Night Dinner, Saturday Breakfast, and Saturday Lunch. *Permanent Agape* does not count toward these items, however, items like folders, book covers, Agape Keeper Bags, etc. do. If you have more than needed items you may increase the Bed Agape or add an additional Bed Agape to the list on Saturday before lunch. Check the schedule for best time to sneak in the rooms. If you do not have enough pieces of a given item, use as Bed Agape or if using in the Conference Room or Dining Hall, just short the Head Table. However, make sure the place setting at the Head Table in the Dining Hall where you leave the cards for announcing has 1 of every item. REMEMBER THAT ALL AGAPE BROUGHT FOR THE WALK NEEDS TO BE SET OUT so if there is more than it calls for add pieces to each place starting small and increasing throughout the weekend.

The "Time to Set Out" above is based on the group being on time with their schedule. You may want to make sure the Pilgrims are in the Dining Hall before you head out for the Conference Room, etc.

Pre-Wednesday

- Create peel-off labels for Pilgrim Packets and for Conference Team Member Packets. You may optionally include the Walk's logo with each name on each label. The Agape Board Representative can help you get started.
- Use card stock to create a name card (approx. ½ in. wide and 3 in. long) for each Pilgrim and for each Conference team member to slide into the name card holder for each Mailbox slot. The Agape Board Rep. can help you get started.
- Contact Agape Board Representative:
 - **Verify Agape Board Rep. will:** 1) gather Agape Letters from Other Communities; 2) check for and remove any duplicates, letters for Chrysalis, letters marked with other Walk Numbers; 3) and deliver remaining Agape Letters from Other Communities to the ALD in charge of Agape Letters.
 - Ask any questions you may have.

Wednesday Pre-Walk

- Unpack Boxes and Organize Agape Room & Put Sign On Agape Room Door.
- Set Up Letter Mail Drop Box for Sponsor's to Leave Pilgrim's Letters.
- **Assign (1) Member** of the Agape Team to be Responsible for Filing Letters in the Mailboxes.
- Set up Mailboxes. Each mailbox slot should have a plastic name card holder. Slide one name card into each card holder for each slot (1 slot for each Pilgrim and 1 for each Conference Team Member).
- Label Each Shelf (of bookshelves) with Agape Times / Location, i.e. Thurs. Conference Room 5:30, Thurs. Dinner 3:00, etc. As Agape Arrives, place on appropriate Shelf.
- Check with ALD's to see if Any Supplies are needed in their Conference Room Supply Tub (i.e. Medical, etc.). Kleenex should be put out on each table, back table, music table, media room, and in Speaker's prayer chapel.
- Put Bathroom Spray/Soap (or Dispenser) out, (1 in each room's bathroom, 1 in each bathroom in lobby of Conference Room) and Send 4 Cans of Spray (1 per room) to the Lay Director's and Spiritual Director's Cabins at the Top of the Hill.
- Put Dixie Cups (10 per room), Kleenex (1 box per room), and Earplugs (4 sets per room) in All Bedrooms. Check Each Bedroom/Bath for Tissue Paper: Start with 3 rolls (1 on holder and 2 extra).
- Put Bathmats in each room's bathroom.
- Check the Conference Room Lobby Bathrooms for Tissue Paper, Paper Towels, Soap or Soap Dispenser.
- Set Up an Area on One of the Tables in the Agape Room for Letter Writing with Note Pads, Pens and Envelopes.
- Yates Printing will print the blue pilgrim books and they should be delivered by Friday night. These will be ready to put in Pilgrim Packets. You will need to write "Walk # ____" on the back of each booklet with a Sharpie if they have not printed it on the books.
- 7:00 PM Send Off and Sponsors' Hour.

Thursday - Day 1

- **5:45 AM:** Pilgrims Rise and Shine
- File Pilgrim's Letters as Needed
- Place Agape as it Arrives on Appropriate Day & Time Shelf. Count each item of agape to be sure there are enough in each (65 for each walk). Make sure there is an Index Card for each set of agape, giving the name of the agape and who sent it. No individual names can be on agape. These index cards are placed so the ALD's can read them to the pilgrims.
- While pilgrims are at outdoor chapel or during breakfast, check conference room to clean up cups, etc. from morning coffee.
- Around **10:20 AM**, (while Pilgrims are having pictures taken), check and straighten up conference room.
- The 72 Hour Prayer Vigil poster is left in Conference Media Room and AGAPE letters are usually given to an ALD prior to walk, unless otherwise specified.
- **By 3:30 PM:** Set Up Dining Hall with First Agape (pick something that can be worn). Place Agape Index Cards at ALD's Table Setting (this agape can be put out right after meal service has set up tables for dinner).
- **4:10 - 5:15 PM:** Pilgrim's Free Time
- **5:30 PM:** Take First Agape to Conference Room: Set Out Small Candy Bowls and Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards). Be sure that you put agape at the back table, the music table, and in the media room. Also, put the 2 **Sugar Free** candy bowls at back table. If available, put out cup savers (round cover that goes over straw for cups).
- **6:30 PM:** Set up Dining Hall for Fri. Morning Breakfast Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
- **8:40 PM:** Bed Agape, **Straighten Bed Covers on Each Bed Before Placing Bed Agape.**
 - Check/Replenish Dixie Cups, Bathroom Spray and Tissue Paper.
 - Empty trash cans in pilgrim's rooms. Each room should have 2 trash cans - 1 in the sink area and 1 in the bathroom. **For health & safety, wear non-latex gloves when emptying trash cans.** Empty by removing the liner filled with trash, tie a knot at the top of it to close it, and place it in a large trash sack with the rest of the trash. Place a new empty liner in the can. There should be a bag of "Fresh Sacks" in the bathroom behind the toilet. If the bag is empty or missing, place a new bag of Fresh Sacks behind the toilet. (The bag for containing the Fresh Sacks may be a ziploc bag or other see-thru container.)
 - Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast, be sure to include any Permanent Agape Cards.
 - Note: The Bed Agape may be done while pilgrims are in the conference room listening/reviewing talks after dinner, if it can be done **very quietly** and does not create problems. Doors to Conference room A - dorms should be closed. **DO NOT FORGET THE LD'S, MUSIC AND SD'S CABINS.**

Friday - Day 2

- **5:45 AM:** Pilgrims Rise & Shine
 - **7:30 AM:** Agape to Conference Room: Fill Up Small Candy Bowls, Clean Trash from Tables, empty Table Trash Cans, Straighten Tables and Chairs, Replace construction paper table name signs with Wooden Table Names, Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards). If available, put out cup savers.
 - **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
 - File Letters as needed.
 - Place Agape as it Arrives on Appropriate Day & Time Shelf.
 - Make Sure Index Cards for ALD's to Read are Included with Each Agape Item
 - **12:15 PM:** Agape to Conference Room: Fill Up Small Candy Bowls (**ADD SOME CHOCOLATE**), Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables and Chairs, **Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
 - Prepare Large Candy Jars with Hard Candy and Chocolate.
 - **3:00 PM:** Help with Set Up for Candlelight Dinner, Put out Dinner Agape - including Jesus Plaques & Wooden Crosses (& Engraved Bookmarks for Men's Walks only), Place Agape Index Cards at ALD's Table Setting, be sure to Include any Permanent Agape Cards.
 - **5:30 PM:** (During Dinner for Pilgrims) Agape to Conference Room: Change Small Candy Bowls to Large Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, Check Kleenex Boxes, Replace if Needed.
- Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, CHECK PILGRIM'S NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
- **5:45 PM:** Set Up Bed Agape: Straighten Bed Covers on Each Bed Before Placing Bed Agape, Check/Replenish Dixie Cups, Bathroom Spray and Tissue Paper. Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast, be sure to include any Permanent Agape Cards.
 - **6:30 PM:** Take the Large Letter Box to the Candlelight Location for Community Members to Leave Pilgrim Letters and Agape for the Walk. **Make Sure Box Is Out of Sight Before Pilgrims arrive.** When Leaving Candlelight **Take Box Back to Agape Room.**
 - **7:00 PM:** Set Up Dining Hall for Saturday Morning Breakfast Agape, Place Breakfast Agape & Friday Night Bed Agape Index Cards at ALD's Table Setting, be sure to Include any Permanent Agape Cards
 - **7:00 - 9:30 PM:** Candlelight
 - Note: It helps if you can get all of the letters filed before going to bed.

Saturday - Day 3

- **5:45 AM:** Pilgrims Rise & Shine
- **7:30 AM:** Serenade
- **7:50 AM:** Conference Room Agape: Fill Up Candy Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX** - Replace if Needed, **Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, CHECK PILGRIM NEEDS LIST**, Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
- **8:15 AM:** File Letters from Friday Night and Saturday Morning. Make Sure Each Pilgrim has at Least 10 Letters, if not Alert ALD and Sponsor (if possible).
- Be sure that you blow out the candles so they will have time to cool down before putting in pilgrim bags.
- **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
- Gather up Bathmats from Pilgrims' Rooms. Take up to washers and dryers located in the back of the outdoor pavilion. There is soap up there for washers. Be sure these are good and dry before packing up.
- Gather up Any "Pilgrim Need Items" That Have Been Distributed, i.e. Towels, Bedding, etc. Launder and Return Bagged to Agape for Next Walk. These should be in the foyer of conference room. Wash, fold and place back in appropriate Agape tubs. Pillows and blankets may be run through a dryer cycle to refresh.
- **BE SURE ALL WASHING AND DRYING IS COMPLETED WELL BEFORE CLOSING**
- Begin Working on Pilgrim's Packets, Place in Boxes by Table order, Get Letters ready to go with Packets. See **12:30 PM** below for Content Listing of Packet. Pilgrim booklets should have been delivered no later than Friday night. Photos will be brought to Agape Room by Photographer. These should be there on Friday early afternoon.
- **10:00 AM:** Take Final Inventory of All Supplies, Post Needs in the Inventory Checklist at end of this manual.
- **11:25 AM:** Final Conference Room Agape. Fill Up Candy Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX** - Replace if Needed, **Check Lobby Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans.** Place Agape Index Cards on Podium (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards).
- **12:30 PM:** Finalize Packets. Put all of these in the clear plastic boxes by tables. Have Packets (Blue Pilgrim Booklets, Fourth Day book, program from Sponsors' Hour, program from closing, Chrysalis pamphlet, folder with handouts and pictures) and Letters and Candles ready for ALD by **1:30 PM. (Make sure the ALD's know these have been delivered)**. They can be put in the foyer and covered up with a sheet or plastic tablecloth. Everyone gets a blue pilgrim booklet and pictures, but only the pilgrims get the other things. The Lay Director gets a copy of each picture.

- **1:40 PM:** Go to Conference Room to check on Agape items. Bring tub for bathroom supplies to be packed for Logistics to store. **Right after the pilgrims leave the Conf. Room to read their letters, retrieve Candy Dishes, Table Trash Cans and Kleenex.** This is important so that candy and Agape items are not mixed up with other Conf. Room items, and **so that the candy doesn't end up in the storage shed.** Wooden Table Names and Covenant Dolls may be packed in the Conference Room tubs.
- **2:15 PM:** Finish Inventory and Packing of Agape Supply Tubs. Place the table cloth that the Pilgrims' Candles were on in the storage tub for Sponsor's hour. Place Tubs outside Agape Room or notify **Logistics** what tubs are ready for pick-up and storage. Clean-up Agape Room.
- Place the **Inventory Checklist** and **Agape Workers Sign-in sheets** in the Candy bins with the leftover candy.
- Leave the candy bins in the Agape Hut for the Agape Board Rep. to pick up this afternoon. The Agape Board Rep will give the Sign-in sheets to Team Selection Chairperson and use the Inventory Checklist to resupply for the next walk. **PLEASE DO NOT LET LOGISTICS PACK THE CANDY BINS.**
- **4:00 PM: Closing**

Other Notes

- Be sure all pilgrims have letters. If a pilgrim has not received letters, ask the people who come to Candlelight to write letters for them. Most people who come to the Agape room will be happy to do so. Some people come in and ask who needs letters.
- Try to have all agape for the next day sorted, boxed and cards ready by bedtime each night. You can take it all up to room 7 before you go to bed. That way it is convenient to the conference room for you to put out during breakfast and throughout the day.
- REMEMBER THAT ALL AGAPE BROUGHT TO WALK NEEDS TO BE PUT OUT EVEN IF THERE IS A LOT. We would not want someone's agape not to be given out.
- Sponsors still send personal gifts to pilgrims. You can return them with a nice reminder that this is not appropriate but that the sponsor should save the gift for the ride home. Your times to contact the sponsors are at Serenade and at Closing. You will need to coordinate with the Chairperson of these activities to make the announcement if gifts have been left in the Agape room or letter box.
- Be sure the Agape room is staffed before and after Candlelight. Many people visit during those times and need to write letters or ask questions about agape.

AGAPE Pilgrim Booklets

- **The blue Pilgrim Booklets will be delivered ready to put in packets. If the printer does not pre-print the walk on the back of the booklet, you will need to write on the back of each: Walk #_____ Use a Sharpie! These will be delivered by Friday night.**
- There will be 65 Pilgrim Booklets for each Walk. Verify the number of booklets needed for the Pilgrims, Table Leaders, Assistant Table Leaders, LD, ALD's, SD, ASD's, Music and Media. Please leave at least one copy in Agape Historian box. Additional pictures need to go in Agape Historian box.
- The big brown Clasp Manila Envelopes (10X13 size) will be needed for each pilgrim and all of the conference room team.
- Inventory on the Checklist at the end of the Agape Manual for the Next Walk - Record Supply Needs for next walk and **report to Agape Board Representative**, so that these are available for the next walk.
- Do not save extra Pilgrim's booklets. If any are left after placing one in each pilgrim's packet, conference room team packet, and one in an envelope for the Agape Historian, then they need to be shredded. Remember they contain information about each pilgrim and team member.

Agape Room Helpers

**Please print your Name (First and Last), Original Walk #
and Address, Phone Number**

Walk # _____

Chair _____

Co-Chair(s) _____

| Name | Address/Phone | Original Walk # |
|-------------|----------------------|----------------------------|
| | | |
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Agape Room Supplies Inventory Checklist

Please Inventory Walk, sign and date the form.

Please notify Agape Board Representative of needed items for Walks.

List Quantity Needed Current Walk and to be purchased for Next Walk

| Needed On Hand | Item | Current Walk#____ | Next Walk#____ |
|----------------------|--|----------------------|-------------------|
| | <i>BASIC SUPPLIES</i> | Page 1 of 3 | |
| 100 | Handle Brown Paper Bags for Pilgrims' Agape (supplied) | | |
| 100 | Lunch Bags for Pilgrims' Letters | | |
| 6 | Curling Ribbon - Various Colors | | |
| 1 box | Paper Clips: Regular size and Large Size (one box each) | | |
| 12 | Pens and (6) Pencils | | |
| 1 | Regular Stapler | | |
| 1Box EA | Staples for Regular Stapler and heavy duty stapler | | |
| 1 each | Elmer's Glue, Glue Stick, Rubber cement glue | | |
| 4 pair | Scissors (Large Grown-up ones) | | |
| 2 rolls | Masking tape 1.5" wide | | |
| 3 rolls | Scotch Tape | | |
| 1 roll | Duct Tape (1.5" wide) | | |
| 2 | Permanent Marker Black / Red | | |
| 12 | Colored Markers: Assorted Colors | | |
| 1 box | Push Pins | | |
| 100 | Big Brown Clasp Manila Envelopes (10X13 size) | | |
| 500 | Index Cards - White 3 x 5 | | |
| 4 pads | Post-It Notes | | |
| 100 | Rubber Bands | | |
| 2 boxes | Stationery for writing Letters, including Envelopes | | |
| 1 | 15 ft Extension Cord | | |
| 1 can | Bug Spray | | |
| If need | Large/Small Plastic Tubs | | |
| 1box ea | Quart & Gallon Zip Lock Bags | | |
| 1 box | Kitchen Size Trash Bags | | |
| 1 | Latest version of the Agape Manual stored in a ziploc for protection | | |

| Needed On Hand | Item | Current Walk#____ | Next Walk#____ |
|----------------------|--|----------------------|-------------------|
| | Conference Room Supplies | Page 2 of 3 | |
| 26 | Kleenex: Tall, Square Boxes | | |
| 3 Lg Bags | Hard Candy (Costco or Sams) | | |
| 3 Lg Bags | Chocolate Candy (Costco or Sams) | | |
| 3 Bags | Hard Sugar-Free Candy (Walmart) | | |
| 3 Bags | Chocolate Sugar-Free Candy (Walmart) | | |
| | <i>DORM ROOM SUPPLIES</i> | | |
| 200 | Small Dixie Cups for Rooms 10 per room (have 14 rooms) | | |
| 24 | Spray Room Air Fresheners (1 per bedrm & 2 for lobby baths, 4 for Lay & Spirit. Dir. Rooms) | | |
| 20 | Bath Mats (1 for each room + extras) | | |
| 30 | Liners For Bedroom & Bathroom Trash Cans | | |
| 14 Bags | Fresh Sacks For Pilgrims' Bathrooms (usually 25-count bags) | | |
| 1 Box | Hypoallergenic (non-latex) Gloves | | |
| | <i>For Pilgrims as Needed</i> | | |
| 10 | Bath Towels | | |
| 10 | Wash Clothes | | |
| 2 | Hand Towels | | |
| 4 | Pillows | | |
| 4 | Pillow Cases | | |
| 3 | Sheet Sets | | |
| 6 | Blankets | | |
| 7 | Sleeping Bag/Bedspread/Quilts | | |

| Needed On Hand | Item | Current Walk#____ | Next Walk#____ |
|----------------------|---|----------------------|-------------------|
| | MEDS & TOILETRIES | Page 3 of 3 | |
| 1 Box | Toothpicks | | |
| 75 | Ear Plugs | | |
| 12 | Razors | | |
| 6 cans | Shaving Cream | | |
| 10 | Shampoo Sm bottles | | |
| 1 box | Q-Tips | | |
| 1 Bag | Cotton Balls | | |
| 10 | Lotion sm bottles | | |
| 6 cans | Spray Deodorant | | |
| 20 | Soap bars | | |
| 6 | Toothbrushes (packaged) | | |
| 15 | Toothpaste Small Tubes | | |
| 10 | Mouthwash Sm bottles | | |
| 6 | Dental Floss | | |
| 1 bag | Ladies Sanitary Napkins | | |
| 1 box | Ladies Tampons | | |
| 1 | Eye Wash (Bottle) | | |
| 1 Box | Benadryl Tablets | | |
| 1 Box | Sinus / Allergy Tablets | | |
| 1 | Aspirin | | |
| 1 | Tylenol | | |
| 1 | Advil | | |
| 1 | Antacids - Tums | | |
| 1 bag | Cough Drops | | |
| 1 box | Snack Size Zip Lock Plastic Bags (use to give out medicines) | | |
| 1 Tube | Neosporin | | |
| 1 | Hydrogen Peroxide Bottle | | |
| 1 | Rubbing Alcohol | | |
| 1 box | Band Aids (assorted sizes) | | |
| 1 Box | First Aid Bandage Gauze | | |
| 1 Box | Cold and Flu Medicine | | |
| 1 Roll | ½ inch Waterproof First Aid Tape | | |
| 3 | Chapstick / Lip Balm | | |

Signed: _____

Date: _____

Please sign and date. Please let the AGAPE Board Representative know if you are discarding items by noting it on the form. Please send form to AGAPE Board Representative.

Thanks for your acts of service! De Colores!