

LOVE  
YOUR  
NEIGHBOR



*Project*



**Mission Statement:**

***“Helping our neighbors improve their  
Quality of Life with a helping hand  
& loving heart”***

## **How we will do it:**

**By creating a network of volunteers and businesses within the community that are willing to help neighbors maintain their homes & property when they are unable to themselves. This will be at little or no cost to the resident as well as create an environment of neighbors getting to know one another.**



## **Who we will serve:**

**Individuals who are disabled, elderly, veterans, single parents or any others the group feels may need assistance. In the beginning referrals will come from the city compliance office for those who meet our criteria. When we have accomplished those referrals we will then move to help in the county.**

**We can serve rental property under certain conditions as long as no structural improvements are made to the residence.**



## How The Program Will Operate

**\*We receive a referral for the home or block to be worked on.**

**\*The Project Representative will meet with the resident to discuss resolving the compliance issues and any other possible improvements (smoke alarms, handrails in restroom, air leaks around doors & windows, trip hazards, water leaks in faucets, loose handrails or rotten boards on porches, burnt out light bulbs, ect.).**

**\*Paperwork will be given to the Project Manager who will detail how many volunteers are needed, materials needed for the project and set a date with the resident for project.**



**\*The Project Manager will work with the Resource Coordinator if any supplies are Needed & Volunteer Coordinator to schedule the volunteers needed.**



**\*The project will be completed weather permitting.**

**\*A follow up review will be done with resident & volunteers to help improve the program.**

**Some of the tasks volunteers will be assisting in**

- Raking
- Mowing & trimming
- Picking up trash
- Loading brush
- Working in flower beds
- Landscaping
- Replacing rotten boards
- Weatherizing around doors & windows
- Trimming bushes or trees
- Painting
- Replacing light bulbs
- Other small misc. projects



## Some Final Details

- All volunteers and residents must sign a liability waiver before being able to serve.
- Some projects may include an entire block and multiple homes.
- No “Specialized” work will be done except by certified individuals (HVAC, electrical, plumbing, structural, roofs)
- Volunteers need to try to supply their own tools for the project. The Project Manager will detail what will be needed and make sure you are equipped.
- Funding for the projects will be facilitated through LAF and all donations are tax deductible. Funds will be used to purchase materials & supplies for projects.





## Some Final Details

- All volunteers must go thru a 5-10 min. video training in order to understand the purpose & goals of the program.
- Volunteers are asked to conduct themselves in a professional & respectful manner. This includes not using profanity or clothing with obscenity on it. Any volunteer not representing the program in a positive way will be asked to leave by the Project Manager.



# **Business Owners can be Involved**

**Business Owners can help by donating their goods or services to the residents. You tell us what you have to offer & how often you want to Donate & we will make it available if needed by a resident.**



**Such As:**

- ***Mechanic - Donate an oil change or tune up***
- ***HVAC or Appliance Repair - Donate a repair or HVAC tune up***
- ***Tire shop - Donate tires if needed***
- ***Beautician - Donate a haircut for the kids or adults***
- ***Food Service - Donate a couple meals or drinks to bless them***
- ***Pet Groomer - Give their pet a grooming if needed.***

***You get the point. Anything can be used as a blessing.***

You can sign up as a volunteer online at [www.loveyourneighboraclede.org](http://www.loveyourneighboraclede.org)



We also need administrative volunteers:

**Project Representative**- Meet with the resident for initial walk thru and follow up review *(at least 2 couples or individuals)*.

**Project Manager**- Oversee the particular project & scheduling as well as manage the volunteers *(at least 4)*.

**Volunteer Coordinator**- Keep track of all volunteers, contractors & groups & all paperwork for volunteers.

**Resource Coordinator**-To help seek out & keep a list of available resources (materials, professional services, ect.)

**“Coffee is not about coffee,  
It’s about community”**

**-Howard Schultz**

*Creator of the Starbucks Experience*



**This is more than a fix up, clean up program.**

**This program is about community, helping & loving each other. We want this to be an experience that the resident feels loved and the volunteers feel so good they want to do it all over again and everyone has made some new friends in the process.**

**For more information you can follow us on Facebook or call 417-588-4686**



**To Donate financially you can make checks payable to “Lebanon Area Foundation” & add “Love Your Neighbor Project” to the memo section. Checks may be mailed to**

***LAF***

***P.O. Box 1042***

***Lebanon, MO 65536***



**Thank You**  
**For Your interest &**  
**support of the Project!**