

# Family Promise of Great Falls

November 2023 Newsletter

We've made it to November and the holiday season is right around the corner. Here at Family Promise Great Falls we are gearing up for the holidays with our "Thank You" party on November 16<sup>th</sup> from 4-7 p.m. The party will be held in our day center, located within our office at 1019 Central Avenue. The party is to show appreciation for all our fabulous volunteers, supporters, donors, and funders. We'd love to have you come and meet our staff and tour the day center, enjoy some cookies, and punch, and see how we've decorated for the holiday season.

## Calling all volunteers

We are growing as an organization, and that means we're experiencing some growing pains. We have been blessed to have a student from The University of Providence with us for the last few weeks. Her name is Kaylyn Gallagher, and she is a Business Administration major at the university. Kaylyn has been very helpful around the office, doing some light administrative work and helping us to decorate for the holiday season. We're so thankful for your time Kaylyn, and we appreciate the great work that you do.



Additional volunteers are needed, so if you have extra time on your hands, please reach out to Tiffany at [Tiffanyw@familypromisegf.org](mailto:Tiffanyw@familypromisegf.org). We are seeking volunteers who can fill the following needs:

1.) **In-office supportive services-** (skills required: data entry, Microsoft Office, organization, time management)  
Volunteers are needed to assist with writing and sending thank you notes, organizing information for referrals, gathering community partner organization information, and assisting Outreach & Operations

Specialist in creating innovative solutions to organizational needs.

2.) **Event Volunteer Manager:** (skills required: Previous management experience, motivating and coordinating volunteer

efforts, data tracking, and a high level of organizational skills/professionalism) Volunteer Manager will assist Outreach & Operations Specialist with creating and implementing Volunteer Program Management System. Once the Volunteer Program Management System is in place, the Volunteer Manager will assist with recruitment, training, data tracking, organizing, and assisting volunteers. Volunteer Manager will attend various functions/events/fundraisers throughout the calendar year. This position will be directly responsible for assisting the Outreach & Operations Specialist with creating innovative solutions to organizational needs.

- 3.) **Specialized Volunteers:** (various skills required) Volunteers are needed to assist with day-to-day operations at Family Promise Great Falls. These Specialized Volunteers will assist in creating solutions to common office problems. This will include the creation of a data tracking system to be used to track clients, their needs, services provided, and number of office visits/time spent with Family Advocate. These volunteers must have extreme organizational skills, excellent time management skills, and the ability to operate all the software used in the office (primarily Microsoft Office/Google programs) with an emphasis on volunteers who possess a high level of knowledge with Salesforce and Excel spreadsheets.
- 4.) **Furniture Acquisition/Distribution:** (skills required include the ability to stand/walk for extended periods, lift, carry, and organize heavy pieces of furniture) Volunteers in this position will report directly to the Executive Director, and assist the director with all furniture exchanges. These volunteers will be needed in an "On-Call" capacity, to assist the director at various and infrequent times.
- 5.) **Community Support Volunteers:** (skills required include owning and operating a vehicle with insurance, outreach abilities, outgoing personality, extensive knowledge of program and services provided). Volunteers in this position will be our voice within our community. Duties will include distribution of materials within the community, making and recording community contacts, asking for donations, maintaining records of contacts/donations received, and will report directly to the Outreach and Operations Specialist. These volunteers will be responsible for educating community partners on the services Family Promise of Great Falls provides.

### Thanksgiving baskets for two families

We are currently trying to put together two baskets for our shelter families for Thanksgiving. We are accepting donations of the makings of a traditional Thanksgiving dinner. If you happen to have an unexpired can of cranberries or an extra box or two of stuffing, please consider dropping them off at our office. We will gather as much as we can and present the baskets to the two families the week of Thanksgiving. One family has three members, the other family has four. Every item donated is appreciated and will help these families to have a nice holiday in the shelter.

### Calling all congregations

As part of our efforts to expand our reach, we are looking for congregations that would be willing to let Greg and Tiffany come and speak about the important work Family Promise Great Falls is doing. If you would like to have us come and speak to your congregation, please reach out to Tiffany at

[Tiffanyw@familypromisegf.org](mailto:Tiffanyw@familypromisegf.org) and Tiffany would be happy to schedule a date and time with you. We feel that the faith community is so important in the work that we do and would love the opportunity to meet the members of your congregation.

### **Community Partnerships**

In the office this month we were blessed by a visit from Major Michael Halverson from The Salvation Army. Major Halverson and his wife are new to the area and have replaced the Kings at The Salvation Army. Major Halverson is quite busy in his new role but took time out of his busy schedule to stop by our office to talk about the services The Salvation Army provides for our community. During our meeting Major Halverson shared that the formerly known “Family Services” building is undergoing a remodel. It is expected to reopen in the Spring, and they will be making some changes to the way that their food bank operates. The new program model hopes to reduce food waste and empower their clients to make their own choices when it comes to selecting what foods they do or don’t want. We spoke at length about the services Family Promise provides for the community and gave Major Halverson the tour of our day center. We are so grateful that the Halverson’s have accepted their new positions within the community and look forward to working with them in the future.

### **SOC HOP 2024**

The date for our annual fundraiser has been set! Mark your calendars for April 27, 2024, to attend our SOC HOP dinner, fundraiser, and silent auction. We have chosen to hold the event at The Elks Lodge in the heart of downtown Great Falls. More details and tickets will be available on our website at [www.familypromisegf.org](http://www.familypromisegf.org) in the coming months. We hope to see you there!

Want more Family Promise Great Falls news? Check out our Facebook page “Family Promise Great Falls” or visit our website at [www.familypromisegf.org](http://www.familypromisegf.org) to stay up to date with Family Promise Great Falls news and events.