

Home Furnishing Delivery Instructions

More info and register at LivingCityProject.org

Thank you for volunteering to help those impacted by the tornadoes receive basic furniture to help them adjust to a new normal. You are showing love and meeting a critical need for these families.

Need: 2-3 strong people to drive 15 foot delivery truck and deliver furniture to the families

Time: 8:00 AM

Location: Miami Valley Community Action Center (CAP) 719 S Main St., 45402

Parking lot just behind the Brunch Club Restaurant. Clear signage and parking access from W Lincoln St. Once parked walk south past an old brick house to CAP office.

Pick-up Truck: To pick-up the keys for the truck ask for Chelsie Spoor or another staff member at CAP

Truck should be parked in a lot adjacent to CAP. Chelsie can direct you to the truck.

Pick up Furniture:

Drive Truck to St Vincent Community Store (945 S Edwin C Moses Blvd, Dayton) to the front docks to load the items for delivery.

St. Vincent will have a map with the route of delivery for all three addresses.

Load the truck for three deliveries, the last delivery first and the first delivery last onto the truck. Multiple trips may be necessary to fit all three deliveries.

While loading the truck the driver should call recipients to confirm their delivery time

Delivery: If recipient is present, carry items into the residence

If not home:

leave items on a covered porch

check with a neighbor or landlord/office for access to make delivery

if there is no safe place to leave items and no way to enter return the items back to St Vincent.

return un-delivered item to St. Vincent before returning the truck and keys to CAP

Return truck: Return empty truck and keys to CAP, leave keys with Chelsie at CAP office.

Contact: Shirley Fuchs, 937-312-1892, Declare / Living City Project (general questions re project)

Krys Davidson, 513-476-4388 St Vincent coordinator (furniture delivery questions)

Chelsie Spoor, 937-532-0383 Miami Valley CAP (truck and keys questions)