



*Metro State Prison*

# **Reunion Continuity Book**

## Checklist for Monthly Reunion Revised May 2010

1. Go to [kairosforgeorgia.org](http://kairosforgeorgia.org) website and download the most current revision for this book. Replace old version with new.
2. Plan what you will serve and prepare for 140 people. We usually have the largest group right after a weekend and the number gradually decreases until the next weekend, but never less than 120 total.
3. Ten days before reunion, email Helga Rameriz [helgacruz@bellsouth.net](mailto:helgacruz@bellsouth.net), with a list of the food you are going to bring. Once you send it you cannot add or subtract anything.
4. Collect as many donations as possible. If you spend money out of your own pocket and need to be reimbursed, the advisory council has determined you may request up to \$200.00 from our Treasurer, Della Reimersma. Give receipts to Della and request reimbursement, [dellar225@bellsouth.net](mailto:dellar225@bellsouth.net), or TN 770-719-9476.
5. Contact an experienced volunteer to help with entering the prison. You will need to have a list of volunteers that will be going in for the reunion and a list of the food you are taking in. Just in case Chaplain Bishop did not get the information distributed.
6. Purchase food items for reunion. This should just be a snack. Avoid things containing pork, nuts and onions. Food should always be purchased from a vendor and never homemade.

7. Day of reunion, arrive at parking lot by 7:00 AM. Get permission to go in and obtain a cart (usually from the kitchen) and bring back to front gate. Put all items going into prison on carts.
8. Once inside, select 1 person to help you in the kitchen. You will have 2 residents to help also. **Never** leave residents alone in kitchen.
9. No one should be allowed in the kitchen except those working in the kitchen. It is best to block the door with a small table.
10. Prepare plates or lunch bags and make sure you have a system where residents receive only **ONE** plate. Count out plates ahead of time according to the number of residents so you do not make too many extras.
11. After eating, make sure all leftover food is put away either to leave the prison with you or to be given out to other staff. When leaving, check coolers and garbage bags to make sure no items were placed in there that should not be there.
12. Have Kairos volunteers help with taking cart to front gate to unload and then back into prison where it was found.
13. Give reunion box and reunion book to the volunteer for next month.
14. If you have any suggestions, recommendations, additions or deletions to this guide book please let Helga know and she can revise the website.

# THINGS TO REMEMBER

1. Do not bring any aluminum or foil into the prison. This includes candy in foil wrappers, canned drinks, aluminum foil to wrap leftovers, coffee cans, etc.
2. No glass items
3. No knives of any kind.
4. No scissors
5. No can openers
6. No ties from bread wrappers may be used. Use zip lock bags instead.
7. No stickers on fruit. Remove these before you bring into prison.

# REUNION BOX

These are the items that should always be in the reunion box and passed along to next volunteer.

1. Plenty of gloves
2. 2 rolls paper towels
3. 2 rolls of toilet paper
4. 160 styrofoam plates
5. 5 styrofoam plates with lids for Kelly visit
6. 160 cups
7. 160 napkins
8. 160 paper bags
9. Hand soap
10. Reunion Book

**Attention Chaplain Susan Bishop  
METRO STATE PRISON  
FAX 404-624-2235**

**Dear Chaplain Bishop:**

**This is to confirm that Kairos will be coming in for the January 5, 2008 Reunion. We plan to arrive at Metro at 10:45 AM, and we will be bringing the following items:**

**20 – 2 liter bottles of Soft Drinks  
1 Box of Rubber Gloves  
150 Paper Cups 10 ounce size  
2 Rolls Paper Towels  
Napkins for 150  
150 Paper Plates  
Hot wings from Ruby Tuesdays  
Celery  
Carrots  
Ranch Dressing  
Hot Sauce  
Wet napkins  
Cup Cakes**

**Music Books  
Name Tags  
Christian CD's**

**In Christ,**

***Beth Maycumber*  
404-532-2586 Ext 6397**

**2010  
Reunion Signup**

January	CANCELLED
2/6/10	Karen Miller
3/0/10	No reunion - Kairos #10
4/10/10	Della Riemersma
5/1/10	Helga Ramirez
6/5/10	All Day retreat coordinated by upcoming leader - Lajauna Ellis
7/10/10	Virginia Tinsley & Mary Nadolski
8/7/10	Beth Maycumber
September	No reunion - Kairos #11
10/2/10	Elaine Harbin & Sister Pat Thompson
11/6/10	Pam Hill
12/4/10	All day retreat coordinated by upcoming leader - Helga Ramirez

### 2010 Kelly G Visits

January	Cancelled
February 6	Pam Hill and Virginia Tinsley
March	Kairos weekend no reunion
April 10	LaJauna Ellis and Elaine Harbin
May 1	Virginia Tinsely
June 5	All day retreat
July 10	Elaine Harbin
August 7	Beverly Upperman and Pat Mason
September	Kairos weekend no reunion
October 2	Beth Maycumber and Helga Cruz
November 6	Pat Mason and LaJauna Ellis
December 4	Beverly Upperman and Pam Hill