

Luminary Kit Assembly Worksheet

District	Trustee	Phone	Address	District Range	Homes	CRNRS	ADDL	Kits	Candles	PICK UP	DELIVER
1	Gretchen Wessel	218-3443		165-235 E. Selby, 5549-5573 Foster	15	2		17	85		
2	Heather Barkimer	614-973-9680		254-329 E. Selby	17	3		20	100		
3	Will Pearce	888-8236		300's S. and N. Selby, 5500's Greenwich	18	3	2	23	115		
4	Lis Rundle	436-0009		416-500 S. Selby	19	2		21	105		
5	Dan & Jennifer Button	846-5620		507-627 S. Selby	21	5		26	130		
6	John Cecil	419-889-3296		510-591 N. Selby	18	4		22	110		
7	Rory Weier	617-935-4736		416-501 N. Selby	20	2		22	110		
8	Dan and Jina Lee	614-440-8038		5493-5603 Indianola	16	6	2	24	120		
9	Anne Campbell	785-4999		491-587 Kenbrook	22	4		26	130		
10	Stephen Callender	806-7959		416-484 Kenbrook	16	2		18	90		
11	Jodi Barnhill	781-8821		175-318 Kenbrook	25	5		30	150		
12	Cindy Taylor	551-1192		334-396 Kenbrook	16	4		20	100		
13	Bo Mannarino	614-600-8708		417-497 Loveman	25	2		27	135		
14	Sharon Stockhausen	614-406-8979		500-583 Loveman	24	2		26	130		
15	Angy Zalenski	314-8124		5610-5698 Indianola	24	4		28	140		
16	Mary Ann Ogle	888-3138		5704-5782 Indianola	19	2		21	105		
17	Dave Forman	570-4669		429-507 Park Blvd.	21	4		25	125		
18	Peggy Hayes	361-0554		512-580 Park Blvd.	21	0		21	105		
19	Mary Wetterauer	572-3320		464-517 Meadoway Park	17	0		17	85		
20	Mary Wetterauer	572-3320		522-584 Meadoway Park	18	1		19	95		
21	Ross Righter	614-352-4314		496-584 Colonial	23	1		24	120		
22	Kate Stengel	551-206-0941		424-490 Colonial	21	1		22	110		
23	Jeff & Connie Bunger	885-7902		334-401 Loveman	22	4		26	130		
24	Patricia Darbaker	354-8200		345-409 Park Blvd.	21	4	1	26	130		
25	Jane Reid	436-3803		346-397 Colonial, 5710-5736 Andover	18	5		23	115		
26	Jay Caruso	614-620-8556		263-333 Colonial	17	3		20	100		
27	Abby Retterer	638-0069		234-332 Park Blvd.	21	4	4	29	145		
28	Kathy & David Moore	888-7649		483-567 Park Overlook	25	0		25	125		
29	Emily & Brookes Chalfant	415-846-6821		410-482 Park Overlook, 5765-5791 Andover	27	1		28	140		
30	Ken Paul	329-2164		251-322 Loveman	20	3		23	115		

Initial Version: Cindy Molnar, Dec, 2007

Rev: Will Pearce, Dec, 2008; Dec, 2009; 12/09/10; 12/09/11; 12/06/12; 12/10/13; 12/03/14; 12/08/15; 12/03/16; 11/25/17; 11/26/18; 11/18/19; 11/23/20; 10/17/21; 12/14/22; 12/12/23; 04/30/2024

Luminary Kit Assembly Worksheet

District	Trustee	Phone	Address	District Range	Homes	CRNRS	ADDL	Kits	Candles	PICK UP	DELIVER	
31	Mark Richmond	406-570-4971		5684-5731 Foster	15	4		19	95			
32	Brenda Leggett	909-229-1869		174-235 Loveman	17	1		18	90			
33	Dorian Norstrom	846-9688		Brookside Oval, Hardy Way, 186-204 Park Blvd., 212-256 Colonial	21	2	-2	21	105			
34	Rachael Dorothy	406-6391		Lake Ridge Rd, 5765-5830 Granby, 116-142 Park Blvd	20	3	1	24	120			
35	Laura Dolle & Wil Burton	513-315-2250		164-238 E. Selby, 5568-5584 Morning	17	1	-2	16	80			
36	Shelley McCoy	832-0381		Ad Hoc District #36, Selby Apts (Luminaries)	0	0	15	15	75			
37	Blythe Jonas	614-581-3131		Ad Hoc District #37, Selby Apts/Condos (Couriers): 45-150 E. Selby, Selby Court, 5573-5581 Morning	81		-81					
39	Jen & Seth Hall	500-8012		27-130 E. Riverglen	23	8	0	31	155			
40	Phil Birnie	519-6176		22-85 E. Southington, 64, 72/110 Park Blvd, 5713-5737 Bromley, 5732-5778 Hartford	25	4		29	145			
	Addl Est. New Bromley, Granby			2010: No New Sections/Streets To Be Determ.	0	0		0	0			
	Selby Park				0	0	10	10	50			
	Indianola Park				0	0		0	0			
	Provision for Extra Kits			2010: Replaces New Sect/Str To Be Determ.	0	0	20	20	100			
TOTALS					Homes + Corners +Addl Kits = Total Kits	826	106	-30	902	4510		

	Calculated Totals Needed	Minus Inventory Totals	Equals Supplies To Be Purchased/Donated
Candles Needed	4510	1350	3160
Paper Sacks Needed	4510	270	4240
Plastic Grocery Bags Needed	902	650	252
Directions Needed (changed so that all kits are identical, 2008)	902	0	902
Reclosable Plastic Bags	902	318	584

Note: Blue denotes corrections/chgs, 2008

Note: Red font denotes corrections/new, 2009

Note: Green denotes changes/new, 2010

Note: Purple denotes corr/chgs/new, 2011

Note: Dark Blue denotes corr/chgs/new, 2012

Note: Dark Red denotes corr/chgs/new, 2013

Note: No color due to no signif corr/chgs/new, 2014

Luminary Kit Assembly Worksheet

District	Trustee	Phone	Address	District Range	Homes	CRNRS	ADDL	Kits	Candles	PICK UP	DELIVER
	Pea Gravel (tons)	2.5	0	2.5							

Note: Light Blue denotes corr/chgs/new, 2015
 Note: No color due to no signif corr/chgs/new, 2016
 Note: Dark Orange denotes corr/chgs/new, 2017
 Note: Dark Green denotes corr/chgs/new, 2018
 Note: Tan denotes corr/chgs/new, 2019
 Note: Orange Accent denotes corr/chgs/new, 2020

Luminary Kit Assembly Worksheet

District	Trustee	Phone	Address	District Range	Homes	CRNRS	ADDL	Kits	Candles	PICK UP	DELIVER
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Additional Kits Log											
Address(es) for which additional kits requested, (number of additional kits), year request made											
3	337 S. Selby Blvd, (1), 2012; (1), 2013;										
8	5571 Indianola, (1), 2013; 5621 Selby Court (1), 2018 (for new Trustee Allison Young-Smith);										
24	345 Park Blvd, (1), 2011;										
27	329 Park Blvd, (1), 2011; 234 Park Blvd, (3), 2012;										
33	142 Park Blvd, (1), 2012; 186 Park Blvd, (1), 2012; Brookside Oval, (-3), 2012 (residents don't want kits) (see 2012 Distr #33 Spec E-mail);										
	Note: District #33 reconfigured 12/12/2023, such that the above-shown 1 extra kit went to the following district: 142 Park Blvd, (1), 2012, to District #34;										
35	5573 & 5579 Morning St, (-2), 2013 (deliver kits only to these two addresses rather than all 4 condos, due to less frontage);										
40	73 E. Riverglen, (2), 2017 (this corner lot address was added to CHCA District 40); 73 E. Riverglen (-2), 2019 (this corner lot was moved to new CHCA District 39)										
28	Correction to change from 24 homes to 25, (1), 2023										
29	Correction to change from 25 homes to 26, (1), 2023										

Luminary Kit Assembly Worksheet Instructions and Notes

This workbook was developed by Will Pearce, November, 2010, to provide instructions and notes regarding the luminary kit components, the required quantities of which are specified in the first workbook in this spreadsheet, the Luminary KitAssembly Worksheet, q.v.

The instructions and notes in this workbook deal with three main aspects for these components:

- Inventorying and purchasing the component supplies
- A functional description of each component
- A pictorial, narrative description of the workflow by which the components are assembled into luminary kits (for 2014 the third workbook, "Volunteers Resourcing," was added to the worksheet: this new workbook explains the effect on the workflow of varying numbers of volunteers)

As background, please note that the Luminary KitAssembly Worksheet was initially developed in 2007 by Cindy Molnar, CHCA President, who used it primarily as the control sheet for checking off that the Trustees had picked up their assembled kits at the Selby Park Shelter House. Cindy also used this worksheet to calculate most of the component supplies needed for the kits, with Cindy's original version having some component items which Will incorporated into his enhanced version of this worksheet -- specifically, Will used black typeface to denote these original-version items (these are the black-typeface items in the first column; Cindy's original heading for this column was "Supplies Needed").

In subsequent years, Will enhanced the KitAssembly Worksheet as documented therein. For instance, please note the color coding for items in the KitAssembly Worksheet which specifies the year the given change(s) were implemented.

Finally, be sure to read the notes for all the years, located towards the end of the Instructions/Notes section below (in Item #11), after reading the set of numbered items describing process control, component functionality and workflow (Items #1-10 and #12). This review of the yearly notes section is essential to understand how the Luminary Event is currently implemented. That is, rather than updating the information in Items #1-10 and #12 to incorporate functionality changes for process improvements and other changes throughout the years, it has been more efficient and transparent for documenting these changes, to specify these changes in the yearly notes section.

Luminary Kit Assembly Worksheet Instructions and Notes

Instructions/Notes:

1) Any successful workflow includes effective process control and quality control. Thus "beginning with the end in sight," these notes first describe process control and quality control for the workflow. (Please see items #2 thru 12 below, for detailed information for the components used in all steps of the workflow.)

Process Control:

a. Prior to Kit Assembly Event Day, the Event Chair counts out the exact number of luminary instruction sheets corresponding to the total number of luminary kits to be assembled, counting these sheets into four bundles, one for each of the four "inside workflow" workstations. Thus, for 2011, the count for all four bundles was: 200, 200, 200, 224. Note that the last workstation will have a slightly larger number of kits to be assembled, and thus this station should be the first one to be staffed with volunteers.

b. The volunteers at each work station are instructed to put one instruction sheet into each reclosable plastic bag, such that we will know we are finished with the inside workflow when all the sheets have been used (see Note for 2016 regarding "Circuit Breaker" card enhancement for 2017). However, the Event Chair has requested to be printed, and retains, a few extra sheets, plus ordering a few extra candles and lunch sacks, in case of a (minor, human) discrepancy between this step and step c.

c. For the "outside workflow," the Bundling Supervisor uses the Bundling Sheets for workflow completion process control, as follows: the total number for all the kits specified on all the Bundling Sheets (and thus the total number of kits which will be completely assembled in the outside workflow and bundled up for all the Districts) will be the same as the total number of kits (partially) assembled in the inside workflow.

Note: For 2021, an additional process control of providing a counted number of grocery bags to the shovelers will be implemented, as specified in the 2020 Note (in the Notes Section below).

d. After the bundles have been completed by the outside workflow, the Event Chair or Bundling Supervisor will initial in the Kit Assembly Worksheet in the "Pick Up" column, that the given Trustee has picked up their bundle -- or, alternatively, will annotate (for documentation) in the "Deliver" column the initials of the volunteer who delivered the given bundle to the home of a Trustee who was not able to pick up their bundle. The Event Chair will thus ensure that all bundles are accounted for, and that no bundles are left undelivered. The Event Chair will deliver any bundles remaining in the Shelter House area after approximately 1:00 PM. (In practice, every year additional volunteers have stepped forward, or have been recruited in advance, to help the Event Chair deliver non-picked-up bundles.)

Luminary Kit Assembly Worksheet Instructions and Notes

Quality Control:

- At the beginning of the bundling process, the Bundling Supervisor and the Event Chair will quickly spot check some of the bundles assembled by the bundling assistant volunteers to ensure correct luminary kit counts in the given bundles (the number of kits specified on the given bundling sheet for the District).

Note: Prior to Kit Assembly Day, for use in updating the Kit Assembly Worksheet, the Event Chair "audits" (inspects) that any District for which an increased number of homes has been reported to be serviced during the preceding year, can be verified to contain that number of homes. This inspection includes checking the additional homes to see if they are located on a corner lot and if the homes might need an additional kit (beyond being a corner lot) to adequately cover their frontage. For instance, there were such changes reported and verified for District 33 for 2012. This detail information about the homes in a District is documented to the CHCA President, for use in preparing updates to the CHCA Directory.

Contingency for (Minor, Human) Errors:

Our volunteers and the Event Chair perform their tasks with enthusiasm and diligence, but this being a human enterprise, the process provides for the following contingencies, for the following minor errors and misinformation about Districts:

- The Kit Assembly Worksheet specifies an additional 20 kits to be assembled, over and above the total number calculated for all Districts. The Event Chair will take half of these kits home and leave the other half in the storeroom, such that these kit(s) may be delivered to a given Trustee or resident who reports that they need some additional kit(s) or that a (few) of their kits were not delivered.


2) When purchasing any supplies, take enough copies of the **Ohio Department of Taxation Sales and Use Tax Blanket Exemption Certificate** to give to each vendor to document sales tax exemption. Some vendors will want a copy of the certificate; others will just copy the CHCA name, address and Ohio Tax Id number from the certificate.

Please see item 3) below for example invoices/receipts for a given year for all these components.

Note: The use of the Sales and Use Tax Blanket Exemption Certificate (CHCA ID = **30-0680755**) was new to the Luminary Event for 2012, due to Cottingham Paper Company/Acorn Distributors requiring it. For all previous years, all vendors had accepted the CHCA State of Ohio Certificate. Accordingly this workbook has been updated for 2012 to illustrate the use of the Blanket Exemption Certificate, shown below.

Furthermore, for 2013 and 2014, it was observed that all three vendors (Cottingham, Big Lots and Mr. Mulch) carried forward the CHCA's sales tax exemption in their records; thus, there was no need to present the exemption certificate to these vendors in these years. And in particular, Big Lots prints out a new exemption slip for each purchase for the CHCA (which doesn't seem to be required for us to present to them the next year; however, these Big Lots slips have been retained in the project folder, and the 2014 slip is shown below).

Luminary Kit Assembly Worksheet Instructions and Notes

 **Ohio Department of TAXATION**
tax.ohio.gov

STEC 8
Rev. 3/04

Sales and Use Tax Blanket Exemption Certificate

The purchaser hereby claims exception or exemption on all purchases of tangible personal property and selected services made under this certificate from:

_____ (Vendor's name)

and certifies that the claim is based upon the purchaser's proposed use of the items or services, the activity of the purchase, or both, as shown hereon:

The Association is a tax-exempt organization under section 501(c)(4) of the Internal Revenue Code.

TAX ID: 30-0680755

Purchaser must state a valid reason for claiming exception or exemption.

Colonial Hills Civic Association, Inc
Purchaser's name
PO Box 676
Street address
Worthington, OH 43085
City, state, ZIP code

Signature _____ Title _____
Date signed _____
Vendor's license number, if any _____

Vendors of motor vehicles, titled watercraft and titled outboard motors may use this certificate to purchase these items under the "resale" exception. Otherwise, purchaser must comply with either rule 5703-9-10 or 5703-9-23 of the Administrative Code. This certificate cannot be used by construction contractors to purchase material for incorporation into real property under an exempt construction contract. Construction contractors must comply with rule 5703-9-14 of the Administrative Code.



The above JPG image is a scan of the CHCA's Ohio Department of Taxation "Sales and Use Tax Blanket Exemption Certificate" and the Big Lots "Tax Exempt" slip, both of which items are described in the text above.

Luminary Kit Assembly Worksheet Instructions and Notes

ACORN
DISTRIBUTORS, INC.
1245 W. Main St., P.O. Box 100
Columbus, OH 43261-0100
Tel: 614-444-1111

INVOICE

Ship To: **MR MULCH**
11279 LQ
COLUMBUS OH 43201

Ship From: **ACORN**
1245 W. Main St.
Columbus OH 43261

Customer: **Mr. Mulch**
2721 W. Dublin
Dublin, OH 43003

Order # **11279LQ**
Order Date **11/29/10**

Invoice # **0041832**
Invoice Date **11/29/10**

Qty	Unit	Description	Price	Ext
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00

Total: **\$120.00**

Customer: **Mr. Mulch**
2721 W. Dublin
Dublin, OH 43003

Order # **11279LQ**
Order Date **11/29/10**

Invoice # **0041832**
Invoice Date **11/29/10**

Ship To: **MR MULCH**
11279 LQ
COLUMBUS OH 43201

Ship From: **ACORN**
1245 W. Main St.
Columbus OH 43261

Customer: **Mr. Mulch**
2721 W. Dublin
Dublin, OH 43003

Order # **11279LQ**
Order Date **11/29/10**

Invoice # **0041832**
Invoice Date **11/29/10**

Qty	Unit	Description	Price	Ext
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00

Total: **\$120.00**

BIG LOTS!

Customer: **Mr. Mulch**
2721 W. Dublin
Dublin, OH 43003

Order # **11279LQ**
Order Date **11/29/10**

Invoice # **0041832**
Invoice Date **11/29/10**

Ship To: **MR MULCH**
11279 LQ
COLUMBUS OH 43201

Ship From: **BIG LOTS!**
1245 W. Main St.
Columbus OH 43261

Customer: **Mr. Mulch**
2721 W. Dublin
Dublin, OH 43003

Order # **11279LQ**
Order Date **11/29/10**

Invoice # **0041832**
Invoice Date **11/29/10**

Qty	Unit	Description	Price	Ext
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00
1	TRUCK	TRUCK	24.00	24.00

Total: **\$120.00**

3) The above JPG image is a scan of the **invoices/receipts** from 2010 for: Acorn Distributors (Lunch Sacks); Mr. Mulch (Pea Gravel); and Big Lots (Tea Light Candles and Reclosable Plastic Gallon-Size Bags). (Since I could not import PDF files into Windows XP Excel, I combined three JPG scans into this one JPG image via Microsoft Paint.)

4) After **inventorying the supplies left over** from the previous year's Luminary Event, enter the inventory quantity for each component in the "Inventory Totals" column of the KitAssembly Worksheet. Note that the "Inventory Totals" are subtracted from the "Calculated Totals Needed" to give the quantity of "Supplies To Be Purchased/Donated."

Luminary Kit Assembly Worksheet
Instructions and Notes

5) Regarding the **Tea Light Candles:**

For the past several years (at least since 2008), the Luminary Event Chairs have found that the least inexpensive, but good quality tea light candles, are the 144-count packages sold by Big Lots. Assuming this vendor's package continues to be the one of choice, divide the quantity of Candles "To Be Purchased" by 144, to get the number of packages to purchase. Round up to the next whole package and buy two extra packages for any contingencies.

For 2011, the quantity of tea light candles in the Big Lots packages was reduced from 144 to 125. Therefore, follow the above procedure for rounding up and buying extra packages, but divide the quantity of Candles "To Be Purchased" by 125. (However, for 2012, the number of tea light candles per package was restored to 144!)

6) Regarding the **Paper Lunch Sacks:**

For the past several years (at least since 2008), the Luminary Event Chairs have found that the least expensive, and good quality, white paper lunch sacks are provided in bundles of 500 sacks from Acorn Distributors (aka Cottingham), 324 East 2nd Ave, Columbus. In fact, Acorn Distributors (which sells supplies to the janitorial and foodservice industries) is the only known vendor which provides white lunch sacks in the quantity required for our luminaries (11/24/2019: see Notes for 2019). Round up the number of bundles needed to the next 500, that is, if you need around 4100 lunch sacks, you would buy 4500 sacks (9 bundles of 500). Specifications for these sacks: 6 lb (weight held); 35 # (weight of ream of paper the sacks are made of); approx 5.87" width, 11" height, 3.5" gusset (open depth).

It is recommended that the Event Chair first call Acorn (614-294-6444), no later than the last week of November, to confirm the required quantity is in stock, and then go over the same day to pick up the bundles of lunch sacks. Payment will be made when you pick up the bundles. See Notes for 2019: you will need to call Acorn at the beginning of November starting in 2020 to place a custom order for these sacks.

7) Regarding the **Plastic Grocery Bags:**

For the past several years, the Luminary Event Chairs have found that the major grocery stores in the Worthington area have been willing to donate the plastic grocery bags, which are used to contain the sand (or starting in 2009, pea gravel), for the luminary kits. In the past, Whole Foods, Kroger and Giant Eagle have contributed, in return for publicity from the CHCA.

If the inventoried quantity is less than 1000 bags, the Event Chair should go to the Kroger stores (in Worthington and Graceland) and the Giant Eagle (on E. Dublin Granville), to request donations of bags in quantities of at least 1000 bags. The Event Chair explains to the respective manager the favorable publicity which will ensue from this donation: the large number of households (700) in Colonial Hills which will be using these bags and the Courier article which will be published thanking the vendor.

Luminary Kit Assembly Worksheet Instructions and Notes

I suggest that your inventory may use an approximation of the total number of bags, wherein you do not wish to count all the bags. One suggested approximation method which results in a very low margin of error is to count one half of the sample, and use the results of this counting to estimate the number in the other half of the sample.

For instance, in the 2009-Kroger-donated box of 2000 plastic grocery bags, there were left over (for 2010's use) 17 identically-appearing bundles, and another larger (anomalous) bundle of 121 bags. I counted the first 8 of these bundles, with the total being 500 bags altogether (the largest bundle had 76 bags, the smallest 65), and thus the simple average was 71.43 bags/bundle. Thus, the approximate total for the non-counted 9 samples was 9 times 71.43, which equals 643 sacks.

However, the above-described methodical count that I did in 2010 was just an academic exercise, in that even a casual inspection of the number of bags in the box would reveal that more than half of the 2000 sacks were left over from 2009, and we needed only 821 for 2010.

8) Regarding the **Instruction Sheets** which Are Placed in the Luminary Kits:

For the past several years, CHCA has had an account with CopiesPlus. This vendor is used to print these instructions. There is no need for the Event Chair to pay this vendor for this work; the CHCA Treasurer will receive the bill. See Note in next paragraph for e-mail address.

Note: For 2010, CopiesPlus changed its name to Graph X Productions, and moved to 6351 Nicholas Drive (down the street from Mr. Mulch and diagonally across from the post office). Thus, e-mail the updated instructions to: orders@graphxproductions.com.

9) Regarding the **Reclosable Plastic Bags**:

Starting in 2009, a design improvement was made to begin using gallon-size reclosable plastic freezer/refrigerator bags, into which are assembled the paper lunch sacks and tea light candles, in order to keep the lunch sacks and candles dry. This improvement resulted from our observations that quite frequently the resident would not bring their kit(s) inside until the day of the luminary display, and in previous years, the sacks were frequently unusable (until they were dried out).

The Event Chair found that the least expensive, and good quality, reclosable bags were the "Ruffies" brand, to be found at Big Lots, in cartons of 35. However, to obtain the required quantity, it was necessary to visit various Big Lots stores, and to come back in a few days when their stock had been replenished. Sometimes, cartons of fewer than 35 needed to be purchased to obtain the required quantity. Thus, it is recommended to start shopping for the reclosable bags no later than the last week of November. Double and triple check your calculations to make sure you are buying enough cartons!

For 2011, Big Lots changed from carrying the "Ruffies" brand to the "GoodSense" brand, which was purchased. In 2012, 2013, 2014 and 2015, Big Lots carried the Hefty "Basics" brand; starting in 2014, a new, very economical 70-count box of storage bags was offered for sale.

Luminary Kit Assembly Worksheet
Instructions and Notes

10) Regarding the **Pea Gravel**:

For the past several years, the Luminary Event Chairs have found that Mr. Mulch, 2721 W. Dublin Granville Rd, Columbus, provides competitive pricing, good quality and on-schedule delivery, for the sand (and starting in 2009, for the pea gravel) which is used to anchor the lunch sacks containing the tea light candles.

It is highly recommended that ordering the pea gravel be conducted in person, and payment will be made to the vendor when the order is placed. During this ordering, the Event Chair will ensure that the pea gravel will be delivered to the shelter house area on the Friday before the Event day.

We observed in 2009 that the pea gravel (although much less messy for our residents than sand) tends to freeze overnight, and required considerable poking prior to 10:00 A.M. on event day to make it shovelable. Thus, for 2010, George Campbell suggested running a small electric heater underneath a weather-protecting and heat-retaining tarp covering the pea gravel, with the tarp supported with cinder blocks into a "tent" configuration. An update for next year will report on the efficacy of this design improvement.

11) **Notes**

Notes for 2011:

- a. The above described heating under the covered "tent" seemed to help, in that the pea gravel was found not to be frozen around 7:00 A.M. on 12/11/2010.
- b. Although we had enough pea gravel, the leftover quantity was uncomfortably small after completing 830 kits on 12/11/2010. Therefore, it will be recommended to purchase 2.25 tons for 2011. Also the Event Chair will confirm that Mr. Mulch actually weighs the pea gravel we purchase rather than using some approximation method.

Notes for 2012:

- a. It was not necessary to heat the pea gravel overnight for 2011 and 2012. Rather, volunteers were able to break up the slightly frozen surface of the pile with their garden shovels after about 5 minutes work.
- b. 2.25 tons of pea gravel was purchased for both 2011 and 2012. The Event Chair confirmed that Mr. Mulch does indeed weigh the pea gravel. The Chair disposes of the non-used gravel.
- c. The historical practice of some volunteer shovelers' bringing their own garden stakes (around which are stacked opened plastic grocery bags to increase the rate at which gravel can be scooped into the bags) was incorporated into the Workplan -- but with Event Chair responsibility for bringing the stakes. The Event Chair "inventories" these stakes in his/her garage, so that the stakes cannot "disappear" from the storeroom.
Note: these stakes were replaced by grocery sack racks for 2015.

Luminary Kit Assembly Worksheet
Instructions and Notes

Notes for 2013:

- a. Since rain was forecast for the Saturday event day, the Chair worked with the Mr. Mulch driver to dump the pea gravel as much as possible underneath the northeastern portion of the portico. On Saturday, the Chair then positioned four black L-shaped stands (which are otherwise used for the 5K Race as chute netting supports), to replace the garden stakes around which the open grocery bags are stacked for added efficiency in pea-gravel shoveling. Note: these L-shaped stands were replaced by grocery sack racks for 2015.
- b. Luckily by 10:00 AM, an earlier slight rain had stopped, resulting in relatively good outside working conditions and in a new record for the time of workflow completion: 11:15 AM.

Notes for 2014:

- a. Since rain was forecast for the Saturday event day, the Chair again, as in 2013, worked with the Mr. Mulch driver to dump the pea gravel as much as possible underneath the northeastern portion of the portico.
- b. However, this year the rain was moderately heavy and continuous throughout the event, and resulted in a record low number of volunteers (since at least 2008), and thus a record length duration (since at least 2008) in kit assembly completion time: 1:00 PM.
- c. This year the remaining pea gravel (estimated to be around 300 pounds) was advertised on Facebook by Jenny Kendall, VP/Events, as free to neighbors to pick up for their personal use. Apparently there were no takers, and after a week, other event volunteers, including Dave Patton, worked to arrange for delivery of the gravel to one neighbor who had requested the entire remaining amount.

Note for 2015:

- a. The Event Chair purchased from the WebstaurantStore four "T-shirt" grocery sack rack/stands to hold and separate the grocery sacks, so that volunteers can easily and quickly pull sacks for the pea gravel shovelers. The Event Chair donated these racks to the CHCA, and inventories them at home to preclude the possibility of their disappearing.

Note for 2016:

- a. A record number of volunteers (46) completed the kit assembly workflow at a very fast pace, in a record short time: 10:45 AM. This pace was so fast that approximately 40 sacks of pea gravel had been filled before the shovelers were notified to stop shoveling. To better sync up the notification of completion status from inside to outside, for 2017 the Event Chair will place a "circuit breaker" card into the stack of luminary instruction sheets for workstation #1 at the point where 40 instruction sheets (kits) remain to be completed. When this card is reached, a designated person at workstation #1 will notify the Chair, who in turn will assess how many more pea gravel sacks need to be filled.

Note for 2017:

- a. The Event Chair tried to minimize the leftover pea gravel by ordering only 2.15 tons rather than the previously-ordered amount of 2.25 tons. However, we ran out of pea gravel with about 30 more kits to make (luckily the Event Chair had a sufficient pea-gravel reserve in his back yard, etc.). For 2018, the Chair will revert to ordering 2.25 tons.

Luminary Kit Assembly Worksheet
Instructions and Notes

Note for 2018:

a. Per the above note for 2017, the Event Chair ordered the previously-normal amount of 2.25 tons for 2018; however, this amount was insufficient for completing the last 10 kits (10 out of the 20 contingency kits which the Event Chair would have custom-assembled at home if necessary); therefore, the Event Chair will order 2.50 tons for 2019.

Notes for 2019:

- a. 11/18/2019: this 2.50 tons amount will definitely be necessary with the addition of new District #39, added to the CHCA 11/18/2019.
- b. 11/24/2019: Acorn Distributors (moved to 5310 Crosswind Drive, Cols 43228, in 2018), told the Event Chair on 11/18 that they no longer inventoried the white lunch sacks, which would henceforth have to be custom ordered; however they still had 3000 sacks in stock, which the Event Chair picked up.
- c. Thus, since Acorn Distributors could not guarantee that the custom order for the remaining 1500 sacks could be received at their warehouse before December 7 this year, the Event Chair researched other vendors, and was able to place an order for the remaining 1500 sacks to be delivered to the Event Chair's home the week of November 24, from the online WebstaurantStore (the same vendor as for the "T-shirt" grocery bag rack/stands; see Note for 2015).
- d. **For 2020, the Event Chair will need to custom order the lunch sacks from Acorn by the beginning of November**, so as to receive the tax-exempt procurement.
- e. 12/15/2019: The Event Chair used the process improvement that his daughter developed for 2017, of lighting in the garage all the luminaries (10 or so) in the given carry-out box, before carrying these luminaries over to Selby Park for surround-the-park placement. This efficiency in lighting reduced the time required for the surround task from about an hour to around a half hour, and would be necessary for inclement weather.

Notes for 2020:

- a. 12/05/2020: The workflow, approved by the City for shelter house use, was modified to be COVID-protocol compliant, with volunteers required to sign up ahead of time for a given position for the event, using the SignUpGenius created by the Event Chair:
<https://www.signupgenius.com/go/4090C4EABA629A5FF2-2020>
- b. 12/05/2020: Thus, with half the usual number of volunteers (23), we completed kit assembly around 11:30 AM, around 45 minutes later than usual.
- c. 12/05/2020: We shovelled around 50-75 more grocery bags than necessary this year. After consultation with our most expert shoveller, the Event Chair will implement the following process improvement for 2021, for which the Event Chair will:
 - Count out the exact (accurate to within 10-15) number of grocery bags, to put in the box to give to the shovelers
 - Count out an extra 50 bags, to be set aside in another box as a contingency (erroneous counting, bag breakage, etc.)
 - Provide a sample 5-pound bag of pea gravel at each station, so that the shovelers can continually compare their amounts shovelled to this standard, both visually and by weightNote: As in past years, we advertised on FB for residents to come help themselves to the leftover pea gravel. This year, they completely exhausted the pile!

Luminary Kit Assembly Worksheet
Instructions and Notes

Notes for 2021:

- a. 12/04/2021: The workflow for 2021, although relaxed to allow a greater number of volunteers in 2022 (21 adults and 7 youth volunteers middle-school age or older) in just one shift, was essentially the same COVID-compliant workflow as for 2021, with most of the volunteers signing up ahead of time for a given position, using the SignUpGenius created by the Event Chair:
<https://www.signupgenius.com/go/4090c4eaba629a5ff2-2021>
- b. 12/04/2021: And with the good weather, the expertise of volunteers, and with just half the record number of volunteers in 2019, we completed kit assembly around 11:00 AM, which was only 15 minutes later than the record time of 10:45 AM.
- c. 12/04/2021: Per the notes from 2020, the Event Chair implemented the following process improvements for 2021 to keep the excess bags shoveled to just around 10 bags:
 - Counted out the exact (accurate to within 1 or 2 bags) number of 899 grocery bags, which were put in the box given to the shovelers, which were then put on the T-racks -- when these bags were exhausted, the shovelers knew they were done.
 - Counted out an extra 50 bags, which were set aside in another box as a contingency (erroneous counting, bag breakage, etc.)

Notes for 2021 (continued):

- Prepared a sample 5-pound bag of pea gravel, the size of which was reviewed with all the shovelers prior to beginning shoveling, and then placed on the pile for reference, so that the shovelers could continually compare their amounts shoveled to this standard, both visually and by weight.
- Prepared a large Quaker Oaks box, with marks on on the side 5 inches from the bottom (see the calculation below), and demonstrated to the shovelers prior to beginning, that the properly-sized scoop (with pea gravel just to the edge of the shovel), which weighs 5 pounds, when poured into the Quaker Oaks box, came to the 5 inch line.
(Calculation: Per Mr. Mulch, one ton of pea gravel occupies 19 cubic feet; that is 19 cubic feet of pea gravel weighs 2000 pounds. Thus, 2000 pounds divided by 19 cubic feet equals 105.26 pounds of pea gravel per cubic foot. One cu ft = 12 x 12 x 12 inches = 1728 cubic inches; 105.26 / 1728 means that 1 cu in weighs 0.0609 pounds, and that 5 pounds of pea gravel divided by 0.0609 lbs/cu in, would occupy 82.1018 cubic inches. The Quaker Oaks box has a diameter of 4.5 inches, which means it has an area of (2.25 inches) x (2.25 inches) x 3.1416 = 15.9044 square inches. Dividing the square inches area of the base into the given volume yields the height of the given cylinder: 82.1018 cu inches divided by 15.9044 square inches equals 5.1622 inches, the height of 5 lbs of pea gravel in the box.)
Note: As in past years, we advertised on FB for residents to come help themselves to the leftover pea gravel. This year, they almost completely exhausted the pile! One resident then came to clean up the approximately 100 pounds that were remaining two weeks after the event.

Luminary Kit Assembly Worksheet
Instructions and Notes

Notes for 2022:

- a. 11/08/2022: The workflow for 2022 has been further relaxed due to effective vaccinations for flu and COVID which generally prevent severe illness, to allow a greater number of volunteers in 2022 (37 volunteers, any of which can be youth volunteers middle-school age or older) in just one shift, and continuing to use the SignUpGenius created by the Event Chair: <https://www.signupgenius.com/go/4090c4eaba629a5ff2-2022>; new positions were added for Take Down / Cleanup and for Bundles Concierge.
- b. 11/18/2022: Due to the lack of availability of reclosable refrigerator bags at Big Lots during the weeks of 11/7 and 11/14, it was necessary to find an additional low-cost supplier, which the Chair found at Walmart, Lewis Center. The Chair worked with Walmart Customer Service to set up the CHCA as a tax-exempt organization. Our Walmart Tax Exempt card with its Walmart number is given on the second page of the source document "CHCA Sales Tax Exemption Certificate," found in the website via the CHCA Administrative Documents link. To prevent fraudulent use of our Walmart tax exempt number, this document has been encrypted with the password known by the CHCA Officers.
- c. 12/3/2022: We had 24 volunteers, of which 8 were youth signups, and completed kit assembly by around 11:00 AM. The VP/Events served as the Bundles Concierge and the President did most of the cleanup and assisted the Chair with setup. The 2022 vs. 2021 inflation increase in cost of supplies was 12%.

Notes for 2023:

- a. 11/06/2023: For 2023 it was necessary for the Event Chair to perform a new procedure to obtain a new box of 2000 Kroger t-shirt plastic grocery bags, from the Kroger Charitable Donations Organization, and to travel on 11/20 to the Kroger regional warehouse in Delaware to pick up this box. The complete procedure is documented in detail in a password-protected Word document which can be downloaded from the website's CHCA Administrative Documents area, password-protected with the password known by the CHCA Officers, due to containing the password for the CHCA's charitable organization account which was used to prepare online the proposal request for the given donation from Kroger.
- b. 12/02/2023: Even though masks were recommended for the indoor tasks due to the endemic "tridemic," the volunteer environment continued to be further relaxed, although most of the 32 volunteers (20 adults and 12 youth), did sign up ahead of time via our 2023 SignUpGenius. Due to the increased number of volunteers (vs 24 in 2022), we completed kit assembly by around 10:45 AM, a new record. Our President did most of the cleanup, a volunteer and his daughter arrived early Saturday morning to learn the details of, and assist the chair with, components setup, the Event Chair and Bundles Supervisor acted as the Bundles Concierge, and our Treasurer assisted by delivering bundles to 3 Trustees (Al Smyth continued his service dating from 2014, in again delivering bundles to Trustees who couldn't pick them up by 1:00 PM, 8 for 2023). Although the inflation rate this year was not the overall 12% it was for 2022, the inflation rate for the individual components for 2023 compared to 2022 was still considerable: 8% for Mr. Mulch (Pea Gravel); 3% for Acorn Distributors (White Lunch Sacks); 1% for Walmart (Gallon Size Refrigerator Bags); and 19% for Big Lots (Tea Light Candles).

Luminary Kit Assembly Worksheet Instructions and Notes

12) Regarding the Workflow: The steps which comprise the workflow are specified and explained in detail in the Luminary Event Workplan, q.v.

And, although that Workplan, the KitAssembly Worksheet, and these accompanying Instructions and Notes document the workflow -- the Colonial Hills community of volunteers is paramount to the success of this event. Thus, the workflow is illustrated with the following selected photos from previous event days.

Also (as specified in some of the workflow steps), prior to most of the volunteers arriving, the Event Chair and some early arriving volunteers allocate the luminary components used for the inside workflow, such that one-fourth of the total amount of the components is given to each of four identical inside workstations. This allocation includes the workstep of criss-crossing the white lunch sacks into groups of 5 each. Thus, most of the volunteers can then focus on assembling the already laid-out components into the kits. (However, for 2011, 2012, 2013 and 2015, the Event Chair performed this criss-crossing of lunch sacks prior to Kit Assembly Event Day; for 2014, the CHCA VP/Events Jenny Kendall, and her parents Bob and Teri, performed this task.)

Also, as explained in item 1) above, the exact number of Luminary Kit Instruction Sheets is used for process control for the inside workflow.

Finally, the Notes for 2014 (in item 11 above), explain that the record low volunteer turnout resulted in a record long duration for completion of the workflow. The 12/9/2014 CHCA Meeting discussion regarding how best to ensure neighborhood volunteer participation (not just for the Luminary Event but for all CHCA events), resulted in the Event Chair preparing a new workbook for the 2014 spreadsheet update: the "Volunteer Resourcing" workbook, which is herewith added to the spreadsheet as the third workbook. That is, the first step in working on an actual solution to a problem is to quantify the problem.

Now, please find below annotated selected photos from previous Kit Assembly Event days for your viewing enjoyment:

Luminary Kit Assembly Worksheet Instructions and Notes



This photo was taken on 12/12/2009 around 11:00 A.M., and illustrates the "Inside" workflow. Please note how the volunteers are filling the plastic bin and the cardboard box (bin and box are on the end tables), with the luminary kits the volunteers have assembled (by putting 5 candles and 5 lunch sacks, along with an instruction sheet, into each reclosable plastic bag). The full box at the right will soon be taken outside, and the reclosable bags will then be put into plastic grocery sacks of pea gravel, to complete building the kits.

Luminary Kit Assembly Worksheet
Instructions and Notes



This photo illustrates how much pea gravel should be scooped in a standard garden shovel, into one plastic grocery bag, per luminary kit. Since we have 2 tons of pea gravel and built 821 kits in 2009 and 2010, this volume is 4000 lbs divided by 821 kits, which works out to approximately 4 to 5 lbs per scoop. (Photo taken by Will Pearce on 12/11/2009.)

Luminary Kit Assembly Worksheet Instructions and Notes



This photo was taken by George Campbell on 12/13/2008, and illustrates part of the outside workflow. (It was a cold day - in the 20's.) Note how there are volunteers shoveling sand (pea gravel, starting in 2009) into the plastic grocery sacks. The sacks of sand are then put on the table, where volunteers put the components assembled inside, into these sacks of sand. The completed kits are then carried a few feet to the bundling area. (Note: the red snow shovel was not used for shoveling sand/pea gravel; see the previous photo illustrating how much pea gravel to scoop into a standard size garden shovel.)

Luminary Kit Assembly Worksheet Instructions and Notes



This photo illustrates the 2015 outside workflow process improvement of incorporating (four) grocery sack racks, which expedite separating and then easily pulling off the racks, the grocery sacks into which the pea gravel is shoveled. One rack is shown in the foreground to the left of the gentleman in the Buckeyes beanie using it; another is shown directly south, being used by the gentleman in the tan jacket; a third is shown at the left rear in front of the gentleman wearing the light blue hat. (This photo was taken by Jenny Kendall on 12/5/2015.)

Luminary Kit Assembly Worksheet Instructions and Notes

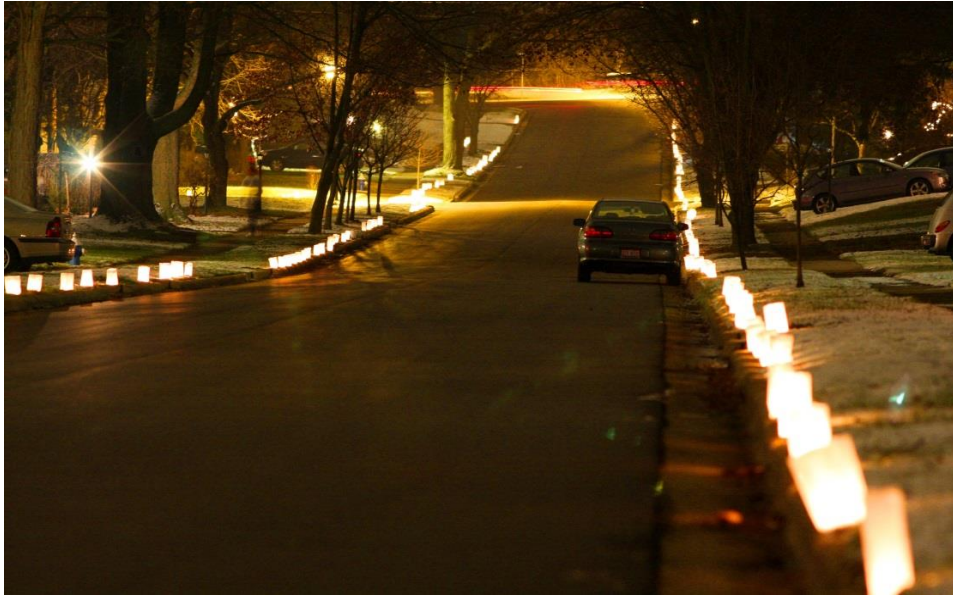


The Bundling Supervisor ensures that the completed kits are bundled into the correct number of kits for each District. The Trustees then come to pick up their bundle of kits, for subsequent delivery to our Colonial Hills residents. Our residents then set up the 5 luminaries from the components in each kit, and display their luminaries at 7:00 P.M. on the Sunday before Christmas. (This photo was taken by George Campbell on 12/13/2008.)

Note that there is a Bundle Sheet for each district which specifies the number of kits for that district, and that red yarn is used to demarcate the group of kits comprising the bundle for that district. The bundle sheet is taped to the yarn, or otherwise taped within the center of the group of kits, so that the bundles can easily be identified for the Trustees picking up their bundles.

For 2011, the name of the Trustee was added to their sheet, along with the identification of any home within their district for which Additional kit(s) had been requested (see the KitAssembly Worksheet for details of this 2011 enhancement which provided for specification of Additional kits for a given home). For 2012, the Trustee's address was added to their sheet.

Luminary Kit Assembly Worksheet
Instructions and Notes



This photo was taken by George Campbell on 12/20/2009 at 8:01 P.M., on South Selby Blvd looking towards Indianola, and beautifully illustrates the results of the Colonial Hills community's work in creating an experience which nourishes the soul.

*** End of Instructions and Notes ***

CHCA Luminary Kit Assembly Event Volunteers Resourcing

Position	Number of Volunteers		Can the Volunteer Be a Youth Volunteer of the Following Age? (* denotes the volunteer can be this age "under adult volunteer supervision")			Comments/Context
	Optimal	Minimal	High School	Middle School	Grade School	
Event Chair	1.00	1.00	No	No	No	
Donuts/Coffee Provider	1.00	1.00	No	No	No	
Inside Kit Components Assembly	8.00	4.00	Yes	Yes	Yes*	
Pea Gravel Shoveler	4.00	2.00	Yes	No	No	
Pea Gravel Grocery Bags Separator/ Bags Holder	4.00	2.00	Yes	Yes	Yes*	
Outside Kit Components Assembly	3.00	1.00	Yes	Yes	No	
Outside Kits Bundling Supervisor	1.00	1.00	No	No	No	
Outside Kits Bundling Assistants	2.00	0.00	Yes	No	No	
Total Volunteers	24.00	12.00				

CHCA Luminary Kit Assembly Event Volunteers Resourcing

Position	Number of Volunteers	Can the Volunteer Be a Youth Volunteer of the Following Age? (* denotes the volunteer can be this age "under adult volunteer supervision")	Comments/Context
<p>Note: Over the last seven years (Luminary Kit Assembly Days from 2008 thru 2014), the workflow has been increasingly optimized, such that the time required for the volunteers to perform kit assembly is now directly proportional to the number of volunteers and to the expertise of the Event Chair in dynamically resourcing the workflow.</p> <p>The metrics for an optimal resourcing, which occurred in 2013, were 23 adult volunteers (virtually the same as the 24 specified above in the "Optimal" column, wherein the 23 were dynamically resourced as if they were 24), and 6 youth volunteers (who enthusiastically complemented, and provided a bonus to, the adults) under adult supervision. Thus, with this optimal resourcing, the workflow was completed in a new, record-short duration: starting at 10:00 AM and finishing at 11:15 AM (1.25 hours).</p> <p>On the other hand, the continuous rain and chilly weather in 2014 resulted in the Event Chair being able to develop the resourcing numbers for the minimal number of volunteers to complete the kit assembly in a "reasonable" timeframe. That is, the kit assembly was completed in a record-long duration (during the years from 2008 thru 2014), starting at 10:00 AM and finishing at 1:00 PM (3.00 hours), with around half the number of volunteers as in 2013. That is, half the number of volunteers required a little bit more than twice as long to complete the workflow. Please see the Event Reports for 2013 and 2014 for details as to the numbers and composition (adults and youth) of the volunteers.</p>			