

GUIDELINES FOR OVERNIGHT HOSTS:

There will always be a male and a female host staying overnight, one from St. Paul's Episcopal Church and one from WPUMC.

WHAT TO BRING WHERE YOU SLEEP.

1. Sleeping bags or single bed linens and a blanket. There will be a rollaway bed in your room but many men bring an air mattress.
2. Pillow
3. Alarm clock. There are some basic ones available in the Female Host Room.
4. Change of clothes, book if desired
5. Male Host Room CLC 115 (basement level)

WHEN YOU ARRIVE

1. Arrive at the church by 8:30 PM.

2. Put on a name tag and sign-in at the logbook in the Female Host Room (Room 127).
3. Inform the social hosts you are there and find out about any guests who may be arriving late, special needs, etc. This info will also be posted on the old refrigerator in the kitchen.

EVENING DUTIES:

IMPORTANT! Heating and Cooling, there are 3 utility closets on the far ends of the bathrooms. 2 on the left of the women's bath room. There are timers that need to be set before you go to bed and when you get up in the morning. Crank clock wise to the maximum 6 hours. The key to these closets is in the female host room in the plastic sleeve.

1. Children are usually in bed at this time and some adults may still be up. **Guest's guidelines require programming viewed in the Living Room area be child friendly (Rated G or PG only).** Some of the adults may be in the **Male Host Room** viewing a video (since there are now TV/DVD players in all the rooms this is rare, also TV reception is poor in this level), if they have their children supervised by another parent or host. **The TV in the Male Host Room may be turned off at 10 PM or earlier if the male host has to work/school for his children and wishes to go to bed earlier.**

Please note: The Network and White Plains Guidelines require that a guest parent be present to supervise their children. DO NOT LEAVE YOUR CHILDREN and /or THE

GUEST'S CHILDREN IN ANY AREA BY THEMSELVES without a parent present!! We as hosts MUST abide by the same rules as the guests when it comes to supervising our children's activities and setting curfews.

2. All guests should be in by 6:00 PM unless they have permission from Day Center

Staff and you will be informed of this. See refrigerator in kitchen for updates the drivers bring in daily. Some of our guests also are working late shifts and arrive after 10 PM. There is a 10:00 PM curfew to be at the church if the guest is not working. If a guest leaves without permission and arrives at the church after

10:00 PM, you can let them in if they are not under the influence of alcohol or drugs. Please make a note of this in the logbook and inform the primary coordinator in the morning. If the guests appear to be under the influence, do not admit them and call the primary coordinator immediately for further instructions.

3. **At about 10 PM**, all of the doors in the facility should be locked for security.

During the week, a church member usually comes by to lock the doors upstairs.

You need to lock the doors by the Male Host room. It can be done with any key and the procedure is in the logbook.

4. Encourage lights out Mon- Fri at 11:00 PM. This is not set in stone as the families may wish to view something on the TV. As for the children, we can encourage them to be in bed, but we are not the parents and that is their decision. After 8:30 PM, children must be in the living room or their own room so as not to disturb guests who may be sleeping.

MORNING DUTIES

1. **Wake guests at 6:00 AM with a knock on the door, and start coffee. Guests should be ready to leave for the Day Center at 6:45 AM**

Wake up time may be relaxed on Saturdays or days when the Day Center is closed. Typically, the van leaves at 8:00 AM on Saturdays and 7:15AM on Sundays. The guests need to be ready to leave when the van leaves.

2. Assist guests with breakfast preparation by setting out milk and juice from the refrigerator in the kitchen area and the cereal and pop tarts from the basket on the left of the serving tables. There is also frozen breakfast food in the old refrigerator. The toaster should be moved to the serving table if the microwave is in use to prevent the fuses from overloading.

3. When guests are finished eating, put away the milk, juice and materials away in their proper places. Turn off the coffeepot and clean it out.

4. Cover the table farthest to the left with the black plastic cover. This puts the snacks out of the eyes of the children when they arrive in the evening before dinner is served.

5. Guests must be ready to board the van for the Day Center at 6:45 AM.

Remind them to pick up their lunches, which they prepared. (Some guests have food stored at the Day Center for their use for breakfast or lunch.)

6. Lock the guest's bedroom doors as they leave using the key in the pocket of the logbook. Make sure the trash cans are placed in the hall outside the bedroom doors prior to locking.

BEFORE YOU LEAVE

1. Record your volunteer hours on the log form and make any required entries.

2. If something happens with any of the guests overnight, call one of the coordinators to report it. This will help keep the coordinators informed in the event they receive a call from the Day Center Staff to discuss the happenings.

3. Check both bath rooms and make sure toilets are flushed and no paper towels are on the floor.

PRIMARY COORDINATOR Patti Crane Cell PHONE# 291-6379.