

## GUIDELINES FOR OVERNIGHT HOSTS

### WHAT TO BRING

1. Sleeping bags or single bed linens and a blanket. (We can only store enough linens to supply the maximum number of guests we could receive.)
2. Pillow
3. Alarm clock. There are some basic ones available in the Female Host Room.
4. Change of clothes, book if desired

### 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.

### EVENING DUTIES

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, 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. There is a 10:00PM curfew to be at the church. If a guest leaves without permission and arrives at the church after 10:00PM, 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 6:00AM and start coffee.** Wake up time may be relaxed on Saturdays or days when the Day Center is closed. Typically, the van leaves at 8:00AM on Saturdays and 7:15AM on Sundays. The guests need to be ready to leave when the van leaves.
2. If a breakfast host is not scheduled, 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. 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 there 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 should be ready to leave for the Day Center at 6:45AM.** 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.

## 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.

PRIMARY COORDINATOR \_\_\_\_\_ PHONE# \_\_\_\_\_