

Overnight Host Checklist – FGUCC

When you first arrive (6:30pm - 7:00pm)

Ensure all present are signed in

Check & carry and Shelter Access phone

Inform greeter of any guest issues noted in previous nights

Set up Registration table with logs, transfer box, supplies

With PM support provide support to and thank Guest Volunteers

Check bathroom consumables and refill if needed

Check Fellowship Hall & TV area for completeness of setup with PM Support

Reset Fellowship Hall thermostat to 70 degrees until 4:00 AM

Fill out Staffing Log from SignUpGenius & discuss opens with S.C. (Staffing Coordinator)

Ensure meals only, accouterments, & bedding boxes table setup completed

Review entry area setup as appropriate for 7:00 pm use.

When guests enter (7:00pm - 8:00pm)

At 7:00 pm Overnight Hosts take responsibility for the sheltering from the Greeter and PM Support

Run check in procedure:

Review contract content with guests

Print guest names, times, AM/PM, & Role code in Participation Log

Have guests agree to and initial contract

Assign beds and give out bedding

Join guests for meals when possible

If full: post shelter full/closed signs and make full shelter calls

When things quiet down (8:00pm - 11:00pm)

Provide S.C. with relevant guest information.

Lock doors at 10:00 pm even if not full

Prepare Pass On Log and update as need

Inventory and restock the transfer bin, notify S. C. of needs

Prepare Greeter Log in consultation with the Greeter the for the following evening

Call FGUCC Shelter Coordinator for authorization to make food, bus, emergency purchases for immediate and AM needs (Retain receipts for reimbursement)

Assist evening meal hosts as needed Including dishes & cookware put away.
Reset entry area for traditional daytime setup
Inventory kitchen and storage for breakfast based on provided menu and backup plan.
Create guest size units and refill items on consumables table.
Check Fellowship Hall area each hour using flashlight

When guests are asleep (10:00pm - 6:00am)

Check restrooms, tidy up, empty trash, & refill restroom dispensers
Around 1:00 am, take down shelter signs, re file in Signs accordion file
Refill, but do not overstock, consumables in Logs Binder for:

Blank slips for bedding box names, 10 shower passes, bus tickets, writing tools

Check Contracts accordion file for accurate last name alphabetic filing
Make cleaners & setup carry all for A.M. support
Organize store room to receive boxed bedding and family use mats
For guest showering: prepare a plastic bag of 10 fresh towels, towel basket, and shower passes
5:00 am Unlock door & prepare for arrival of AM Support and AM Meal hosts

When guests wake up (6:00am - 6:50am)

Awaken earlier than 6:00 guests who need more am time to prepare to depart
Stage turning on lights at 6:00 am. Awaken individual guest gently as needed.
Assist in cleaning and cooking (depending on kitchen needs)
Validate Greeter Log and "Returning" column of Participant Log as guests depart, and distribute up to 10 Shower Passes.
Expedite closing at 7:00 am with gentleness and humor

When guests leave (6:50am - 7:30am)

Perform recording of check out times and validate Role Code column designations.
Ensure guests are out of Fellowship Hall by 7:00 am
Alert the FGUCC Shelter Coordinator if departure special cases develop and place guest in the corner family room.
Guest Volunteers remain while cleanup and building reset is ongoing.
Assist in cleaning up and reset of Fellowship Hall for day use
Support and thank Guest Volunteers
Put Shelter Phone back on Charger on file cabinet.
Empty, sanitize, refill boxes used by non returning guest, replace name tag with blank slip of paper

For Tuesday morning

Bedding boxes to store room

One bag of 10 fresh towels labeled "Clean Towels" staged at the coat rack

For Wednesday morning

30 Bedding boxes to entryway door

Stage the following items for transfer to Sunrise

Transfer Bin, Logs Binder, Resources binder, Contracts accordion file, 5 sets bagged linens in bags labeled "Clean" and another bag(s) marked "Soiled" with all bedding from guests who are not returning.

Tie off bags closed

Two Plastic bags labeled Fresh, each of 10 fresh towels, staged at coat rack