

Family Promise Volunteer Information: Evening Shift Host

7:15 pm until 9:30pm

The Evening Shift is a great time to have fellowship with our guests. It is important that you check your email on your host day to see if there are any last minute guest updates.

1. Arrive around 7:00pm and check in with the volunteers from the dinner shift and the day leader on the 3rd Floor in the Youth Room. They will be able to introduce you to the families and share any important information.

- The guests might be in the **Activity Room** in the church basement when you arrive as some of our dinners are being served there.
- The families will have finished dinner by the time you arrive. Some will already be in their rooms for the night, and some might be outside, weather permitting.

2. You are encouraged to visit with the guests, help the children with homework, play games with the children, etc. There will be a bin of toys and games in the upstairs youth area. You are encouraged to have fellowship with guests and their children, but **guests are responsible for the care and supervision of their own children.**

3. BASEMENT ACTIVITY ROOM: You can accompany guests to this area for kids to play with the toys. When finished, **please be sure to stow the toys back against the wall.** Please turn out the lights in the Activity Room when finished. **If there are guests in both the Activity Room and in the Youth Area, please try to arrange to have a volunteer accompany our guests in both areas.**

4. Look through the bright green **FAMILY PROMISE logbook** which travels with the guests. **This can be found on the counter in the Youth Kitchen.** Make sure you know where to find emergency phone numbers, **and the FAMILY PROMISE emergency cell phone** located with the Log Book, should you need them in a hurry. We ask that you turn on the cell phone and leave it near the LOG BOOK in the Youth Kitchen.

- NOTE: **Guests are not permitted to use the church phone.** The FP cell phone is available for emergencies.

5. The **van keys** will be kept in the church mailroom in the Family Promise mailbox. If a guest should need to be transported in the evening (permission from the Family Center needed) only the FP van can be used. **Guests cannot be transported in volunteers' cars.**

6. The **smoking area for guests** is designated outside the east Sanctuary entrance to the church by the neighbor's gardens. A cigarette butt receptacle will be placed there for our guests. No smoking is permitted inside the building. All guests are reminded that the doors are locked at 9pm and no smoking is permitted after 9pm. Guests are expected to bring their children with them to smoke or have another guest parent watch their children for them. **They are not to leave their children unattended at any time.**

7. **On Saturday evening**, the evening hosts should encourage guests to tidy their areas and to get packed up for their move the next morning. The Youth area also has a vacuum that should be used on Saturday night.

8. **If guests leave the premises during the evening**, please have them sign out. The logbook can be found on the counter in the youth kitchen. **All guests are to be at the church by the 9:00 pm curfew.** Bedtime for children is 9 pm, and bedtime for teens is 10 pm. Both are an hour later on Friday nights. Lights out for everyone is at 11:00 pm.

9. The overnight host will arrive around 9:30 pm, at which time you may leave after you have had a chance to talk with the Overnight host about the night's activities. The Youth Room has a bulletin board located just outside the Youth Kitchen where you can locate a schedule of the volunteers that are scheduled for our host week including the Overnight Host scheduled for your evening.

10. Record your hours in the logbook located in the Youth kitchen.

11. Any **gift or donation** for our families while they are staying with us needs to be handled through the Family Promise Social Worker. Please contact Patty Molten directly if you have any questions.

Important phone numbers:

Patty Molten (330) 606-0770

Peter Wiley (330) 554-6330 cell