

Family Promise/IHN  
Dinner/Evening Host Checklist  
6:00PM-7:30PM

If a guest becomes seriously injured or violently ill during your volunteer time, please call 911. Please let Cathy Stone, Marilyn Good, or Ann Teich know if this happens. Their phone numbers are on a paper taped to the wall above the sign in binder.

If the injury is minor or the guest is slightly ill, please contact the primary coordinators or on-call Foundation for the Homeless case worker (numbers are on a sheet taped to the wall above the sign in notebook). Again, please let Cathy Stone, Marilyn Good or Ann Teich know if this happens.

1. Please indicate on the sign in website what food you plan to bring. Coordinators will let you know if guests have any food allergies. Please bring drinks (tea, lemonade) and salad dressing (if you are serving salad) with you, unless coordinators let you know otherwise. Ketchup, mayonnaise, mustard available in refrigerator (top, left-hand shelf).
2. Arrive at the Family Life Center at between 6-6:15pm. Dinner is served at 6:30pm. If it is not open, call or text Marilyn Good at 512-461-8168.
3. Sign in in the volunteer notebook found in the Host Room (downstairs in west hall; door labeled) and make a nametag for yourself. If you have trouble getting in to the Host Room, please call or text Marilyn Good at 512-461-8168 (if she is not already in the FLC) or Cathy Stone at 512-656-9749.
4. The guest rooms should be locked when you arrive. Please use the keys in the top drawer of the plastic file cabinet in the Host Room (near door to room) to unlock their doors as the families arrive. Return keys to the file cabinet or hand them over to the Overnight Hosts when they come.  
**Please keep the door to the Host Room closed and locked.**
5. Go upstairs to the Great Hall, and turn on the gym lights (panel to your immediate left after you enter the gym through the double doors at the top of the stairs).  
This panel also has controls to raise and lower the basketball hoops.

6. Dinner is served at approximately 6:30PM. It depends on the group, but often the families will still be downstairs in their rooms, so someone needs to tell the guests dinner is ready.

Sometimes the family members have irregular schedules. If they are not in the building by 6:30/7:00pm, please plate some food for them and leave plates in the refrigerator. Foil is located on wire shelves on far end of kitchen.

**Please do not allow small children in the kitchen.**

7. Set out food and drinks buffet-style on either the metal serving area in the front of the kitchen or on one of the long tables in the Great Hall.
8. Use paper goods and plastic utensils located either on the rack by the refrigerator or on the wire racks in the very back (east end) of the kitchen.
9. Families can serve themselves (you may want to supervise a bit).
10. Socialize with the guests and eat with them if there is enough food.

11. Please ask our guests if they need to make sandwiches or want to take leftovers for the next day's lunch. After dinner is a good time to prepare those items. Paper bags/ziplocs are in containers on the rack by the refrigerator.

12. When everyone has eaten, clean up (throw away paper goods, wipe tables, sweep, wipe surfaces in kitchen). Families are welcome to help with this.

**13. Please remind our guests:**

If this is Monday or Wednesday night and our guests want to shower, they must shower before going to bed. All toiletries and belongings must be removed from the bathrooms on those evenings.

Showers will be used on Tuesday and Thursday mornings by our guests at the Feed My People breakfasts. These are not good times for our families to shower.

If our guests need toiletries, they are welcome to use those stored in the kitchen in the alcove near the west door (main entrance to kitchen).

14. If guests need sanitary pads/tampons, diapers, baby food, Ibuprofen (or something similar), please write those items on the shopping list. List is kept

in Host Room binder located on counter (this binder is separate from the sign in binder).

**15.If there is not enough milk, breakfast or lunch (sandwich fixings) food left for the next day, please include that on the shopping list.**

16.At some point, please make sure all front doors and back doors are locked.

17.Overnight hosts will relieve you at 7:00PM.

You may need to stay near the front door around 7:00 to let them in.

Give overnight hosts the IHN keys and share any updates about late arrivals or other information helpful for the overnight/next morning.

18.Please sign out and complete the requested information in the volunteer notebook in the Host Room before leaving.

Thank you for your help!

*Wifi passwords are posted on the bulletin boards in each room.*