

Family Promise/IHN
Overnight Host Checklist
7:00PM-7:00AM (next day)

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. Bring your own pillow, sheets, blankets, toiletries, and some kind of alarm clock. There will be mattresses on the floor of the Host Room. If you prefer, you can bring your own air mattress/cot.
2. Arrive at the Family Life Center at 7:00PM. Dinner/evening hosts will let you in. If no one is downstairs to let you in, call or text Marilyn Good at 512-461-8168.
3. Sign in in the volunteer notebook in the Host Room and make a nametag.
4. Get IHN keys from dinner/evening hosts. Either they or one of the coordinators will update you on the guests. They can tell you about late arrivals, special circumstances, etc.
5. Introduce yourself to the guests. If they are in their rooms, knock and wait to be invited in to announce yourself. If this is a Monday or Wednesday night, remind guests that they need to shower in the evening; showers will not be available on Tuesday or Thursday mornings.
6. Quiet time begins about 8:45PM and lights out is 9:30PM.
7. Please make sure all front and back doors are locked and shut completely before going to bed. Please make sure all lights are out in the building except the security light in back stairwell and upstairs near kitchen. You can leave lights on in downstairs bathrooms.

NOTE: On Monday and Wednesday nights, tell our guests that they are welcome to eat a hot breakfast prepared on Tuesday and Thursday mornings for the Feed My People program. FMP volunteers will start arriving at 4:30am. They will enter through the single door facing 13th St.

Families need to let you know on Monday or Wednesday night if they want the hot breakfast or a cold breakfast.

If they don't want the FMP breakfast, they can eat the cold cereal, etc. found upstairs in the kitchen. You will need to get this food around 5:45AM on Tuesday or Thursday and bring it downstairs to Garrison Chapel (large room in the middle of downstairs), along with plates, bowls, eating utensils, etc. You can also bring orange juice, milk and coffee from the FMP breakfast to the families.

If the families wish to eat the hot breakfast, you need to go upstairs around 5:45AM on Tuesday or Thursday and tell the FMP volunteers that "X" breakfast plates are needed, and they will prepare them. Take them downstairs to the families, and they can eat in Garrison. Also take orange juice, milk and coffee down, as needed.

All trash from downstairs should be cleaned up before the families leave. Tables should be wiped clean.

8. You will need to wake up around 5:30AM.
Make sure families are up and having breakfast by 6:00AM (you may need to knock on their doors if you notice that the lights are still out and no one is moving).
The van that transports some families to their daily locations will arrive at 6:30AM.
9. Families leave between 6:30 and 7:00AM (either by FFH van or their own cars).
All families must exit the FLC by 7:00AM.
10. Make sure the kitchen/Great Hall is clean after families eat their breakfasts.
11. After the families leave, lock the doors to the families' rooms and to the Host Room.
Put the keys back in the top drawer of the plastic file cabinet in the Host Room.
12. Please sign out and complete all requested information in the volunteer notebook before leaving.
13. Make sure the front doors are pulled completely shut and are locked when you leave.
If a custodian comes before you leave, he will be responsible for locking the building.

Thank you for your help!

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