

# CENTRAL NIGHT SHELTER AT THE SHRINE

## SUMMARY OF PROCEDURES

<u>Time</u>	<u>✓ To Do Item</u>
6:00 pm	<p>___ Arrive at Shrine Shelter. The Street Crew Person will let you in.</p> <p>___ <b>NO SMOKING</b> is allowed in the Shelter by anyone at any time. Failure to comply will result in expulsion.</p> <p>___ The Street Crew Person will let in the Clean-Up Crew to disinfect and set out the mats and to set up tables and chairs.</p> <p>___ No food is to be given out ever to people coming to the door.</p> <p>___ * Make <b>decaffeinated</b> coffee in the large pot. Directions: Use two large packs of coffee (or 2/3 of a 39 oz. can). Fill water to 80 cups. Plug in and turn on. (Note: You do <u>not</u> have to make fresh coffee in the morning.)</p> <p>___ Find the fire extinguisher and the emergency exits.</p> <p>___ Ask two members of the Clean-Up Crew to take the dirty towels in a garbage bag to Central Presbyterian Church and get clean towels for the Shrine.</p> <p>___ * Replenish sugar and creamer jars and salt and pepper shakers.</p> <p>___ * Set out mats for at least the same number of Guests who were at the Shelter last night.</p> <p>___ Familiarize yourself with the Guest Sign-In Book and the Volunteers' Register Book. Fill in the Volunteers' Register Book information for tonight.</p> <p>___ * Set the dining area (tables and chairs, napkins, plastic ware, ice water or tea, salt &amp; pepper, hot sauce) for supper for Guests, plus the overnight volunteers, trainer, cooks, and any other guests.</p> <p>___ Extra supplies are in locked Closet 1 in the storage room. Ask the Street Crew Person for the keys <b>and the location and combination for the lockbox where you will leave the keys in the morning</b>. If you need any supplies you can't find here, call Central Shelter.</p> <p>___ * Replenish the bathrooms and showers: toilet paper, soap, shampoo, razors, shaving cream.</p> <p>___ Elect (or appoint) a Captain of the overnight volunteers. Decide on stay-awake shifts for the night.</p>
7:00 pm	<p>___ The Street Crew Person will admit the Guests. Station a volunteer at the door to help him/her with any problems.</p> <p>___ Station a volunteer near the parking lot door and the kitchen door until 7:15 pm to prevent anyone letting in an unregistered Guest through these doors.</p> <p>___ Write each Guest's name in the Guest Sign-In Book. Note Clean-Up Crew members (maximum 6). Note any special wake-up times and where that Guest will be sleeping. Hand out towels to those Guests wanting to shower.</p> <p>___ Do not let any Guest in before his name is recorded in the Guest Sign-In Book.</p>
7:15 pm	<p>___ The Street Crew Person will close the shelter for the night. No one is to be admitted after 7:15 pm for any reason. Do not answer the door after 7:15 pm.</p> <p>___ Ask the Guests for a volunteer to ask the Blessing. Eat supper with the Guests.</p>
8:00 pm	<p>___ * After supper, clean the tables. Put away all food, except any extra desserts. Make sure all ovens are OFF.</p> <p>___ After the Street Crew Person is through for the evening, use two volunteers for safety and lock the two gates between Central Presbyterian Church and the Shrine Rectory. After the dinner servers leave, close and lock the parking lot gate.</p>

\* = The Clean-Up Crew normally does this task. Just make sure that it gets done.

- 8:30 pm     \_\_\_ Lights out, except for the dining area.
- \_\_\_ Prepare bagged combo breakfast/lunches for the Guests. If available, pack extra food in the bags for the Clean-Up Crew.
- 11:00 pm    \_\_\_ Turn off the TV in the dining area. If there is a game on, wait until it is over. The overnight volunteers may want to leave the TV on all night, with the sound turned off.
- \_\_\_ am     \_\_\_ Volunteer shift change.
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- \_\_\_ am     \_\_\_ Special wake-up time for Guest. Name \_\_\_\_\_ Mat location: \_\_\_\_\_
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- 5:30 am     \_\_\_ Lights On.
- \_\_\_ Unlock the parking lot gate.
- \_\_\_ Station a volunteer (or two) at the parking lot door. All Guests must exit through this door. As each Guest leaves, hand him a bagged breakfast/lunch.
- 6:00 am     \_\_\_ All Guests, except Clean-Up Crew, should be gone.
- \_\_\_ Supervise Clean-Up Crew: Maximum five inside: mats put away, floors swept and mopped, bathrooms cleaned, dining area cleaned, trash taken out. One outside: trash and cigarette butts picked up around Shrine. Give bagged breakfast/lunch to Clean-Up Crew as they leave.
- \_\_\_ Volunteers must leave the kitchen and volunteer suite (crypt) clean.
- 6:30 am     \_\_\_ Lock all doors and turn off all lights.
- \_\_\_ **Leave keys in the lock box. (If you forget this step, bring keys back TODAY!)**
- Later       \_\_\_ Call Katie Bashor to report any problems. See phone numbers below.
- \_\_\_ Have a nice daze. And **THANK YOU** for volunteering.

#### Phone Numbers

Emergency: 911 (Your location is Shrine of the Immaculate Conception Shelter, 48 M.L. King, Jr. Dr., SW, corner of Central Ave. and MLK)

Shrine Shelter: No phone service at Nov. 30, 2009.

Central Shelter: 404-601-3144

Ana Bailie (Volunteer Coordinator): 404-373-5174, Cell phone: 404-754-9361

Karen Cross (Volunteer Coordinator): Home: 770-492-9915, or Cell: 404-983-1040

Sue Briss (Food), Cell: 678-570-3262

Rick Hargreaves (Trainer Director), Cell: 404-277-3752

Katie Bashor (Shelter Director): 404-373-8486, or 404-373-4265

Homeless Task Force: 404-589-9495, or 404-527-7575

Trainer: \_\_\_\_\_ Cell phone: \_\_\_\_\_

See the **Information For Volunteers** Pamphlet for other phone numbers regarding food, volunteers, trainers, and facilities.

**Whatever you do for the least of these brothers of mine, you do for me. Matthew 25:35**

Notes: