

# **Morning Host Training**

This training is additional information for those who will be hosting during the morning hours.

# Morning Host Training

## Wake up times

- Check to see if there are any wake up calls before the normal wake up of 7 AM.
- At the 7 AM wake up, go into sleeping areas and announce respectfully that it is time to get up and turn on lights in the room if necessary.

## What guests should do before leaving the church

- Guests should clean-up after themselves after breakfast.
- Sometimes there are packed lunches ready for guests to take with them before leaving.
- Sometimes guests are encouraged to make his/her own lunch with provided items. Be sure to please provide food handling gloves and tell guests to use them for making lunches.
- Guests should clean-up his/her sleeping area

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## What is expected for breakfast

- Breakfast is usually self serve. There may be cereal or other items to set out for guests to have.
- You may cook, if you so desire.

## What needs to go with the morning transportation volunteer?

- Give the driver the traveling hard shell suitcase to take back to the Check-in Site.
- Make sure that the suitcase contains:
  - Medication Log/Guest medications
  - Cigarette container
  - Key should be returned to outside pocket

# Sunday Morning Host Training

## What are Sunday morning procedures?

Arrangements should be made between church coordinators for the transfer of The Refuge mats, first aid kit and clean up kit.

1. On every Sunday morning all guests should take his/her sheets, blankets and pillow cases and place in a garbage bag.
2. Pillows should be placed inside his/her personal bedding bag (these are given out at Check-In and should be labeled with the guest's name)
3. All guests should gather his/her belongings into his/her bags.
4. Guests MUST TAKE his/her own belongings with him/her when he/she leaves the church.
5. Dirty bedding should be taken with guests and dropped off at the Check-In Site: the Gathering Place.
6. Personal bedding bags marked with guests' name should be dropped off at the Gathering Place as well.
7. Guests MUST WIPE DOWN his/her mats
8. ***Guests may not leave his/her belongings with the church to move to the next church.***
9. ***Guests may not leave his/her own belongings (only his/her personal bedding bag) at the Check-In.***

## What goes to the next church?

1. First Aid Kit - tall toolbox on wheels
2. Cleanup Kit - large clear plastic tote with a red lid
3. Mats