

OVERNIGHTS OF HOSPITALITY PROGRAM GUIDELINES FOR THE EVENING CHAPERONES

Orientation

- Attend the annual volunteer training, scheduled before the program begins, if possible.
- On site orientation will be provided by the Site Coordinator.

Screening Guidelines

- The Program Coordinator or the Driver-in-Charge will determine if guests are appropriate when they register at the pick-up point (St. Peter's Parking Lot or Memorial Hall).
- The Program Coordinator or the Driver-in-Charge will come to the hosting congregation to review the guest list with the chaperones and to note any approvals for late arrivals.

Basic Program Guidelines

- Only guests on approved list will be allowed to participate.
- No guest is permitted to simply drop by the church later on in the evening without prior permission from the Program Coordinator or Driver-in-Charge.
- Once guests arrive, they should not leave until morning, unless permission has been given by the Program Coordinator or Driver-in-Charge. They may have work, late medical appointments, or AA/NA meetings.
- We encourage guests to help out each evening when they arrive and when they leave in the morning. Individual congregations will determine what help from the guests is appropriate.
- In terms of rules, *Keep It Simple Sweetheart* (KISS). You may make a simple passing statement/prayer. "Let us spend a peaceful, loving night together." Mutual caring and respect will be our guide. If someone seems upset about something, listen to them and encourage them to have a night of peace, a night of leaving their worries and troubles aside, to feel safe and to rest. If someone is inappropriate, the chaperone should talk to the guest and, with phone support, decide if the guest needs to leave for the night.
- Although the idea is not to push religion, most of them are religious. So, do not hesitate, talk about God, pray with them, if they ask. You may say, "God Bless You" each time you part with them. This is neither pushy nor offensive.
- Most important: Enjoy the evening with your guests!

This welcoming stance is the heart of this program, your program!

Practical Needs

- **In an emergency, use a land line to call 911 so that the dispatcher will know your location.** Also call the church contact person and the Program Coordinator or Assistant Coordinator.
- For non-emergencies call site contact person and/or the Program Coordinator.
- **Program Coordinator: Connie Melahoures - 508-746-3805 / 508-367-0516**
- **Assistant Coordinator: Barbara Wojtklewicz - 508-209-2468 / 617-291-2468**
- **Post # of occupants on Exit Door.**
- First Aid Kit and fire extinguisher on hand. **Point out fire exits to your guests.**
- Clearly defined areas for sleeping, eating, movie watching, outside smoking area, etc.
- **Beds need to be spaced three feet apart side by side.**

- Clearly define areas for sleeping, eating, TV/Movie watching, games, outside smoking.

Routine for the Evening

- Arrival time for chaperones, is generally 6 PM. Morning departure generally is 7 AM.
- Greet guests. Review emergency plans, Fire Exits, evacuation location, housekeeping items such as: where to smoke, sleep, eat, if not done by Site Coordinator. (Meals are provided by other volunteers.)
- Sleeping areas designated. Some may want to go directly to bed as they are often times, exhausted. Adjust lighting for sleeping.
- It is important to provide each guest with what he or she needs. Some will be social and enjoy the evening activities such as games, movie, conversation. Others are exhausted and simply need to get a good night's sleep.
- Complete a Status Sheet, found in the "white program binder", including your signature and address information if you are a new volunteer.
- If available, put out any left over food for morning consumption. Breakfast is available at the Salvation Army, Tuesday through Friday.
- Encourage men to help with cleanup in the morning