

FAMILIES MOVING FORWARD OVERNIGHT HOSTS (8:30 PM – 7AM)

What to Expect/What To Do

1. Arrive at 8:30 pm and enter through Education Wing entrance. On Friday night enter through the main doors, we will be using Steiner Hall.
2. Sign the volunteer sign-in sheet located in the WORK ROOM in a drawer labeled FMF. Friday night it will be at the Welcome Center.
3. Get the keys from the Evening Host
4. Note anything on the Log Book of importance that other volunteers will need to know (Johnny hit his head, applied ice and parents said he was fine, Love the lasagna, child x and child z are very competitive – keep in mind if playing games, stuff like this)
5. Have one overnight host and one evening host go together to lock all doors at 9pm (see laminated sheet in the log-in book showing all exits that need to be locked). On Friday nights, wait until AA leaves before locking all exits.
6. Interact with guests
 - a. Parents cannot leave without all of their children
 - b. Another family cannot “babysit” another’s children
 - c. Our volunteers cannot take children to the park or even go outside without a parent along
7. Help with clean-up of areas as light’s out time gets close (9:00 pm)
8. Once families are in their rooms for the evening, check bathrooms to make sure faucets are turned off (no dripping) and toilets are flushed. (10:00 pm)
9. Set out the nonperishable breakfast items on the serving counter in the kitchen.
10. There is a “Female Host” room and a “Male Host” room with air mattress and linens. You may bring a sleeping bag or pillow.
11. 5:30 AM --- Unlock the Education Wing Door.
12. In the morning, remove bed linens **from your room only** and put it laundry basket located in the Storage Room off the Community Room Kitchen.
13. Wake families (see wake up times posted by their rooms).
14. If there is not a BREAKFAST Host – complete the Breakfast Host Duties
15. Lock Guest Room Doors when they leave for the Day Center – If there is a Breakfast Host, you can decide which of you will do this.

Additional Information

Cleaning supplies – mops, carpet shampooer, garbage bags, toilet paper and paper towels are located in closet off kitchen and Storage Electrical Room. “Vomit” cleaner will be in the closet and a plunger also.

In case of fire, exit building and call 911 (meet by Faith Lutheran sign)

In case of tornado, crouch on floor in Education Wing hallway, cover your head.

First Aid Kit is located in kitchen.

Kitchen refrigerator will have only Families Moving Forward food the week we host.

Designated Smoking area is located by bench and black chimney ashtray by Education Wing entrance.

Coffee Pot instructions are by coffee pot, but please watch while it brews to make sure coffee maker pours into spout and does not leak. Make sure pot is empty before brewing another pot, so it does not overflow.

If you have any problems, and you are not sure what to do, call Gretchen Pierskalla 952-442-1050 or Sherri Pierson 612-240-5982.