

# CODE BLUE HOST EXPECTATIONS

## DAILY TASKS

- Bring your own blanket, pillow, and sleeping bag.
- Plan to arrive no later than 8:30 PM. (If for any reason you are unable to serve on your assigned night, you must contact the Weekly Administrator as soon as you know.)
- Turn on the blue up-lights outside the fountain entrance to Fellowship Hall.
- Place the cigarette bucket outside to the left of the doors.
- Put the doorbell outside to the left of the doors for those who need to arrive after 10 PM.
- Take donated food to the kitchen and a host make coffee: 1/2 cup dry coffee per 12 cup pot.
- Take a few moments to pray alone, thanking God for His willingness to use you in this way.
- Spend time with our guests and get to know them, engaging in genuine conversation.
- Add notes to the *Volunteer Communication Log* so that those serving the next night will be aware of any issues, problems, etc.

## REGISTRATION FOR FIRST-TIME GUESTS

- Review our rules. (Copies provided.) We reserve the right to expel anyone who is unable or unwilling to abide by our rules.
- Read the *Registration Form* to the guest and fill out all the questions for them. *All first-time guests must answer all the questions and personally sign the form. Sign your name.*
- If children under the age of 18 years accompany the parent or guardian then the *Youth Registration Form* must be filled out and signed.

## REGISTRATION FOR RETURNING GUESTS

- Record the name of the returning guest on the Daily Roster each night. Make sure to add the names of the overnight hosts and the date on the form. (We are contacted year round to verify dates.)
- Provide and label a cot, black bag, blanket and pillow, showing them where to set up their items. Guests will put their blanket and pillow in their own bags and return both the bag and the cot to outside the storage room in the morning.
- Remind all guests that lights will be out shortly after 10 PM at which time they must be on their cots and quiet. They will be awakened at 6:45 AM for a 7:30 AM departure.
- At 10 PM, lock the door using the key provided and turn off the blue up-lights.

## MORNING

- At 6:45 AM turn on the lights and awaken the guests. Ask them to take their cots and bag with pillow and blanket to Room 101. Spray the cots and line them up in the room. Put soiled blankets or pillows in the GREEN laundry bag. (We cannot store any personal items for them.) Offer a prayer for all our guests who will be returning to the streets.

## FOOD

- EVENING: Two people make coffee, serve donated food and/or heat and serve leftovers.
- MORNING: Offer a light pick-up breakfast – toast, bagels, cereal, juice, coffee, etc., whatever is on hand. There is a microwave and a toaster in our Code Blue cupboard. Make sure to put anything we need on the list on the bulletin board – juice, coffee, bread, etc.
- *Please perform a general tidy to ensure everything has been put away and returned to the condition it was when you arrived.*