

Volunteer Duties Registration

New Guest/First Night of Shelter

- Welcome new potential guest
- Liz or Elizabeth will do background check to determine if guest can stay.
- If Liz or Elizabeth not at shelter, call Liz: 651-410-3732 for further instructions.
- If guest is denied, ask guest to leave shelter. List guest on “denied guest list” and state reason. Call RW Police if necessary
- If guest is approved: list guest on “approved guest list”.
- Go through guest policies with guest
 - Have guest sign “Guest Policy” log
- Give guest 1 large nylon bag w/supplies
- Give guest tour of dining area/show where guest can/cannot be
- Inform guest of smoking, shower, laundry policies, and go through daily schedule
- Introduce guest to host/hostess

After above process please continue with duties listed below

Returning Guest/Guest Approved Prior

- Welcome guest
- Have guest place bag/purse on check in table
- Ask guest to empty pockets and put contents in bin
- Check all bags/purse for items not allowed
- If guest has prescriptions, put in large Ziplock and label with guest name. Place in locked container
- If guest has anything that qualifies as a “weapon” but in Ziplock w/their name and put in locked box.
- Have guest’s person checked w/security wand
- Have guest sign “daily sign in roster”
- After guest and guest items are cleared make sure guest knows where to go for dinner/sleeping/bathrooms if this is the 1st night guest is sheltering at this location
- Keep Hope and Harbor cellphone by you. Answer incoming calls. Give cellphone to host/hostess at 8:00 PM.
- Bring signs in from outside
- Pack up registration information and put in green rolling tote. Bring rolling tote to kitchen and let host/hostess know it’s there.

THANK YOU FOR VOLUNTEERING! PLEASE JOIN US AGAIN!