

## **WEEK COORDINATOR AND HELPER CHECKLIST**

### **TWO WEEKS BEFORE HOST WEEK:**

- \_\_\_\_\_ **Make yourself a group email contact list for your volunteers. You will use this frequently to update your volunteers.**
- \_\_\_\_\_ **Send each volunteer an email or postcard reminder.**
- \_\_\_\_\_ **BE SURE TO GIVE EACH VOLUNTEER YOUR CELL PHONE NUMBER.**
- \_\_\_\_\_ **Line up alternates, if the volunteer did not find a substitute.**
- \_\_\_\_\_ **Be sure that all linens are clean.**
- \_\_\_\_\_ **Check for supplies in cabinets (tissues, diapers, lunch bags, Lysol, nametags, log, etc.)**
- \_\_\_\_\_ **Complete shopping list for the week (Extra forms available in Supply Closet)**

### **FRIDAY BEFORE HOST WEEK:**

- \_\_\_\_\_ **Get the guest roster from IHN (this should be emailed to you).**
- \_\_\_\_\_ **Email all volunteers how many guests are expected and their configuration by family.**
- \_\_\_\_\_ **In the IHN Log enter background information about the incoming guests (names, ages, medical needs, emergency numbers, work schedules, and so on) OR JUST STAPLE A COPY OF THE ROSTER INTO THE LOG.**

### **SUNDAY ARRIVAL DAY-----BEFORE GUESTS ARRIVE:**

- \_\_\_\_\_ **VERY IMPORTANT: Post the “DO NOT USE SECURITY SYSTEM SIGN over the SECURITY SYSTEM BUZZER BOX BY FIRST FLOOR ELEVATOR.**
- \_\_\_\_\_ **Be sure that sleeping rooms are set up. (Cots open, wastebasket, tissues in each room, welcome signs on doors with guest names.)**
- \_\_\_\_\_ **Be sure that sleeping rooms are set up for Overnight Hosts: A cot or two in the Imagination Room and two in an extra room, if available. (One must sleep on lower level but one could sleep on the sofa bed in the Junior High Room on the second floor)**
- \_\_\_\_\_ **Be sure that television has been placed into Junior High Room (It is stored on a wheeled cart in the RE Supplies Room—upper level)**
- \_\_\_\_\_ **Be sure that the kitchen supplies have been placed in the kitchen.**
- \_\_\_\_\_ **Set up IHN things for the Imagination Room (games, toys, books, computer and computer games, etc. which are stored in the IHN Storage Room)**
- \_\_\_\_\_ **Post Rules, Chores, Medical and First Aid Guidelines, IHN Contacts in Dining Room.**
- \_\_\_\_\_ **Post the Family Chart in the IHN Storage Room.**
- \_\_\_\_\_ **Be sure that dining tables, chairs, high chairs, toddler seats are set up. (High chairs and Toddler Seats are stored in the large wall closet in the Ellen Hall Dining Room. Additional ones are in the IHN STORAGE ROOM)**
- \_\_\_\_\_ **Be sure that First Aid Kits are stocked. One should be in the coat room and one is in the IHN STORAGE ROOM.**
- \_\_\_\_\_ **Help Breakfast/Lunch shoppers put the foods in kitchen spaces.**

## **WEEK COORDINATOR CHECKLIST , con't.**

- \_\_\_\_\_ **Set up a circle where you will conduct the welcome orientation GATHERING MEETING. It works nicely to meet in the Ellen Hall Room by the piano.**
- \_\_\_\_\_ **Set the box of toddler toys in the Ellen Hall Room.**
- \_\_\_\_\_ **Set a pitcher of cold water and reusable plastic cups (with names marked on them) on a tray on the counter in the Ellen Hall Room.**

### **SUNDAY GUEST ARRIVAL:**

- \_\_\_\_\_ **Greet guests at the IHN VAN when it arrives. (about 5:00-5:15)**
- \_\_\_\_\_ **Show the guests to their rooms and ask them to meet with you in five minutes in the \_\_\_\_\_ for the Gathering Meeting.**
- \_\_\_\_\_ **Follow the Gathering Meeting Guidelines.**
- \_\_\_\_\_ **Show the guests the IHN inside spaces they may use (Junior High Room upstairs WITH A PARENT for VIDEO WATCHING, Imagination Room, Ellen Hall Room, bathrooms, sleeping rooms)**

### **POINT OUT FIRE EXITS.**

- \_\_\_\_\_ **Show them the “smoking spot” (outside lower level door in Imagination Room)**
- \_\_\_\_\_ **If time, encourage guests to relax until supper.**
- \_\_\_\_\_ **Be sure parents with babies or toddlers in diapers have plastic bags in which to put dirty diapers. Ask them to place these as soon as possible into the garbage cans outside the Imagination Room exterior door.**

### **DAILY :**

- \_\_\_\_\_ **Meet the IHN bus and welcome guests with a smile.**
- \_\_\_\_\_ **Be sure that all volunteers show up, sign in, wear a nametag, feel comfortable.**
- \_\_\_\_\_ **When requested by guests, give guests their medications from MEDICATION LOCK BOX in IHN STORAGE ROOM. Key is in Key Place.**
- \_\_\_\_\_ **Take care of the unexpected and troubleshoot any problems.**
- \_\_\_\_\_ **Help the Evening Host manage the Lunch Set-Up after supper**
- \_\_\_\_\_ **Set up and deliver the Bedtime Snack to the Imagination Room at about 8:40 PM for Overnight Host to serve.**
- \_\_\_\_\_ **Leave only when overnight hosts have arrived. Be sure to tell the Overnight Hosts any concerns. Be sure the Overnight Hosts know where the extra key is kept, where all the exit doors are.**
- \_\_\_\_\_ **Be sure the Overnight Host knows your cell phone number.**
- \_\_\_\_\_ **Remind the Overnight Host to check all exit doors before retiring.**
- \_\_\_\_\_ **Keep your cell phone nearby all night in case you are needed.**

## **WEEK COORDINATOR CHECKLIST , con't.**

### **IF A NEW FAMILY COMES DURING THE WEEK:**

- \_\_\_\_\_ Be ready to set up a room with clean linens.
- \_\_\_\_\_ Using email, inform volunteers of any changes in the guest roster
- \_\_\_\_\_ Orient newcomers to the church, the routines, the rules.

### **MIDWEEK: IMPORTANT**

- \_\_\_\_\_ Check breakfast, lunch, snack AND other supplies. MAKE A LIST OF ANY ITEMS YOU WILL NEED TO COMPLETE THE WEEK. CONTACT THE SHOPPER FOR YOUR WEEK. ONLY ASK THE SHOPPER TO DO THIS ONE TIME. IF MORE ITEMS ARE NEEDED, GET THEM YOURSELF.
- \_\_\_\_\_ Do a family check-in with the adults of each family. Find out how things are going and if they have any suggestions for us on how the week should proceed.

### **END OF WEEK SUNDAY MORNING FINISH BY 9:00 AM:**

- \_\_\_\_\_ Be sure that all classrooms are tidy, clean, and returned to their pre-IHN array.
- \_\_\_\_\_ Be sure that all surfaces and toys have been cleaned with Lysol.
- \_\_\_\_\_ Be sure that television is removed from the Junior High Room and returned to the RE Supplies Room on the upper level.
- \_\_\_\_\_ Be sure that IHN items in Imagination Room have been returned to the IHN STORAGE ROOM in the lower level. (games, toys, books, computer and computer games, etc.)
- \_\_\_\_\_ Be sure that kitchen, dining room, Imagination Room, Ellen Hall are clean and tidy.
- \_\_\_\_\_ Be sure that IHN rules, signs, etc. are stored in the Storage Room.
- \_\_\_\_\_ Call or Email the next week's coordinator or the director of IHN. Relate helpful and important information about the guests to help make a smooth transition.

### **WITHIN ONE WEEK AFTER HOSTING WEEK:**

- \_\_\_\_\_ Return all IHN materials and supplies from the kitchen and other areas to the IHN STORAGE ROOM.
- \_\_\_\_\_ Be sure that the laundry was picked up.
- \_\_\_\_\_ Send a thank you email to all to volunteers....asking them for any feedback that will help us improve.
- \_\_\_\_\_ Write a short paragraph summarizing the week and thanking the volunteers. Submit this to the office administrator for the church newsletter, IHN and the other WEEK COORDINATORS by email: [bob@ihncincinnati.org](mailto:bob@ihncincinnati.org) and [administrator@firstuu.com](mailto:administrator@firstuu.com)