

## **GATHERING MEETING CHECKLIST**

**The meeting should be conducted before supper on Sunday by the WEEK COORDINATOR and with all of the ASSISTANT WEEK COORDINATORS present.**

- \_\_\_\_\_ Sit in a circle....use the Ellen Hall Room or the Sofa area in the lobby.
- \_\_\_\_\_ Introduce yourself.
- \_\_\_\_\_ Have guests introduce themselves.
- \_\_\_\_\_ Encourage Nametags, if they are willing. (Name tags are kept in Storage Room.
- \_\_\_\_\_ Be friendly and warm and tell them they are welcome and we hope they are comfortable while they are here.
- \_\_\_\_\_ Explain that there will be a variety of volunteers coming and going. We are all here to help make you comfortable. We will both respect your privacy and offer some evening opportunities for you or your children.
- \_\_\_\_\_ Ask them not to adjust thermostats or radiators for air or heat. Talk to a VOLUNTEER.
- \_\_\_\_\_ Explain the daily schedule.
- \_\_\_\_\_ Ask if anyone is using any medications (over-the-counter or prescription). You are required to take it and lock it in the MEDICATION LOCK-BOX in the Storage Room. Guests must ask you (or the OVERNIGHT HOST) for meds when needed.
- \_\_\_\_\_ Go over the rules: (which are also posted in the Dining Room)
- \_\_\_\_\_ Have families sign up for chores. Post the chore assignments in the Dining Room. (see CHORE POSTER)
- \_\_\_\_\_ End meeting on a happy tone.