

## **Host Generic Information**

### **BUC Volunteers**

All volunteers should be aware of the following:

- 1 South Oakland Shelter, 18505 W 12 Mile Road, Lathrup Village 48076, X248-546-6209
- 2 SOS Office hours: Staff: Sun thru Fri 8:30 AM-6:30 PM; Sat. 4:00-6:30 PM. Clients out of office 10:00 AM to 4:00 PM.
- 3 Guest illness or injury: Contact Paul Plante or Grace Rising. Contact SOS. Call 911.
- 4 Do not supply any personal information to guests other than your name
- 5 Do not give shelter guests cash or other gifts
- 6 Guests must stay at BUC overnight after being admitted
- 7 An SOS staff member will be at BUC from 7:00-9:00 PM Mon. thru Fri., and on call 24X7
- 8 Drivers can not make stops between SOS and BUC, or BUC and Morning destination
- 9 All incidents should be reported to Paul or Grace.
- 10 Courteous guest cell phone use is permitted. BUC's phone is available with permission.
- 11 Smoking is only allowed in the BUC courtyard
- 12 Guest music must not be heard by others
- 13 Men and women are not allowed in the same sleeping areas
- 14 Review emergency numbers, SOS guest agreement, BUC rules and Log Book.
- 15 Assist guests, talk with guests and monitor shelter.
- 16 Implement BUC rules and SOS rules.
- 17 Note significant activities in the Log Book at the front desk.
- 18 Make sure bathrooms are clean and stocked with toilet paper. Monitor showers.
- 19 Wear a nametag.
- 20 Exchange information with the next shift during overlap.  
**Please arrive 10 minutes before, and stay 10 minutes after your shift for info exchange.**
- 21 Record your volunteer time on the Volunteer Sign In /Sign Out Sheet.
- 22 Food for volunteers is in the office storage room. Have dinner after guests if available.

Paul Plante

pgp/Duties Host Generic Information.xls

10/14/2014