

SOS Intake Host (6:00 to 8:00 PM)

- ❖ Organize the Intake station materials.
- ❖ On the first Sunday, make each guest 1 nametag. Nametags for guests can be prepared before their arrival. These names will be found on the evening's sign-in sheet. Please also add the parents name to the tag of each child.
- ❖ When guests arrive inform them of their bed assignment. Check them in on the sheet provided by the transportation coordinator.
- ❖ Give each guest a copy of "Guest Expectations" on their first night at BUC.
- ❖ Dinner is approximately 7:00 PM.
- ❖ Remind guests to make their lunch in the Social Hall before dinner.
- ❖ Remind guests to sign up for showers and haircuts at the intake desk.
- ❖ After signing in, all guests go to speak with the Transportation Coordinator every night, including guests that have their own cars. The volunteer there will speak with each guest to determine his/her wake-up time, exit time and morning driver. A list of wake up times will be prepared for entry on the transportation chart. Any transportation problems will be referred to: Paul Plante 734/464-1577.
- ❖ After all guests have checked in, cross check the BUC Guest Check-In Sheet with the names on the SOS list (carried to BUC by the "Last Driver"). This verifies that all guests who are at the shelter have been checked in at the SOS office. Confirm this final list with the transportation coordinator.
- ❖ Check on shower area 2 times between 6:00 and 8:00 PM. dedicated shower attendants will not be there this year.
- ❖ Assist Drive Coordinator.
- ❖ Assist BUC Coordinator and On Site Host.
- ❖ See list of generic host responsibilities.

Author: Paul Plante

Pgp/Duties Intake Host.doc 9/24/13