



## Coordinator Resources

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## **Family Promise Volunteer Form**

Family Promise would not be able to provide services without the essential aid of volunteers from our host congregations. Your support makes it possible for the families who stay with us to feel welcome, safe, and able to take the next steps toward their own independence. In one week, nearly 50 volunteer opportunities are possible. Please mark as many of the following tasks as you are interested in:

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail : \_\_\_\_\_

Will your family be participating with you? Yes\_\_\_\_\_ no\_\_\_\_\_

If "yes", number of adults in family: \_\_\_\_\_

Number of children in family: \_\_\_\_\_

I (my family) is interested in participating in the following areas:

- Set up beds, rooms and the common area for the families. (Sunday)
- Donating bed sheets, washable blankets, towels, or hand cloths.
- Welcome guests. (Sunday)
- Provide groceries for dinner.
- Cook dinner for the family.
- Bring dinner to the family in the evening (may be combined with previous item).
- Host and share dinner with guests.
- Help children with homework, organize games, etc.
- Spend the night with guests.
- Provide groceries for breakfast and sack lunches.
- Set-up breakfast and sack lunches.
- Disassemble beds, rooms and common area for moving to next host church.
- Help move beds to next site.
- Wash sheets and towels.
- Other Tasks:  
\_\_\_\_\_  
\_\_\_\_\_

I (my family) would be interested in helping at our Day Center in Orange, CA.

- Assisting Families, meeting guests, tutoring, childcare.
- Administration: answering phones, filing.

I would be interested in volunteering to help transport families to and from the Day Center to my congregation. (I will use Family Promise's 12 person van, not my own vehicle).



## Facility Checklist

### 1. Accommodations

- A.** What rooms are to be used?
- B.** Which bathrooms are available to guests?
- C.** What storage space is available for linens, guests' belongings, etc.?

### 2. Security

- A.** Do any rooms need to be locked? Who is responsible for keeping rooms secure?
- B.** Overnight security: When to lock up? How?

### 3. Kitchen

- A.** Which pantries and cabinets store program staples?
- B.** How should leftovers be used or distributed?
- C.** Is the refrigerator open to guests apart from mealtimes?

### 4. Housekeeping

- A.** What specific chores need to be done daily? Weekly?
- B.** Whose responsibility are they?  
(Note: Develop a chore list to review at the Sunday orientation meeting. Fill in names, and post the completed list so that chores are clearly assigned.)

### 5. Laundry

- A.** Where is clean linen kept?
- B.** Are the congregation's laundry facilities (if any) available to guests?
- C.** Who does program laundry? Where?

### 6. Telephone

- A.** Are local emergency numbers posted at all phones?
- B.** Do you know who will keep Family Promise's Emergency Phone?

### 7. Children

- A.** What supplies, games, and books are available for children?
- B.** What areas are available for play (indoor and outdoor)?



## **Preparing for Host Week: Typical Steps**

All the hard work and organization of the coordinators will pay off during host week. Preparing for host week will become routine as the congregation gets used to the schedule and requirements of hosting guests.

The following schedule may be useful in preparing for host week:

### **One Month Before Host Week:**

- \_\_\_\_ Sponsor Sign-Up Saturday/Sunday.
- \_\_\_\_ Put notices of host week dates in bulletin and newsletter.
- \_\_\_\_ Pursue recruitment of volunteers, if necessary.
- \_\_\_\_ Schedule the volunteers.
- \_\_\_\_ Plan training session, if necessary.

### **Friday Before Host Week:**

- \_\_\_\_ Network director contacts coordinator with number and composition of families expected, and other information needed by coordinator (such as work schedules, medications, and food allergies). For example: Mother and Father with two children, ages 3 and 6, father leaves in own car for work at 6 a.m.; single Mom with 2-month-old baby on special medication; single Mom with three kids, ages 7, 3, and 6 months.
- \_\_\_\_ Coordinator talks with assistant coordinators to review number of guests and make appropriate preparations.
- \_\_\_\_ Coordinators call volunteers to remind them of scheduling and duties. (Alternatively, or additionally, coordinators email reminders 1 week before host week).



### **Saturday Before Host Week:**

- \_\_\_ All equipment and supplies, including food staples, are purchased and organized in host congregation facility.
- \_\_\_ Hospitality rooms and guest areas are cleaned and organized for guests' arrival. (Religious education classes and youth groups may be recruited to decorate rooms with welcome signs or their original artwork.)
- \_\_\_ Menu-planning for the week is completed; meal preparers are notified of their assignments.

### **Guest Arrival (Sunday of Host Week):**

- \_\_\_ Coordinator checks congregation's facilities; posts Guest Guidelines; posts Emergency Procedures (with emergency telephone numbers).
- \_\_\_ Beds are transported to congregation by Network van. Setup crew makes beds.
- \_\_\_ Guests have time to unpack.
- \_\_\_ Coordinator welcomes guests at orientation meeting.



## **Supplies Needed for the Host Week.**

These items are necessities, and should be kept in a safe space for reuse in the congregation.

- ❖ Linens: flat sheets, fitted sheets and pillow cases (twin)
- ❖ Washable blankets
- ❖ Mattress pads
- ❖ Hand towels/Wash clothes
- ❖ First Aid Kit
- ❖ Dishes & Utensils (Either reusable or paper/plastic)
- ❖ Diapers/Baby Wipes (The families will likely have a supply from the Day Center, but it's best to have extras.)
- ❖ Lamps (If necessary.)
- ❖ Room Dividers (If necessary.)

The following items “optional” but helpful in making the family feel comfortable in the space.

- ❖ Games for Children
- ❖ Coloring Books, Crayons etc.
- ❖ Bed Stands
- ❖ Other touches that make personal rooms “homey.”

## **These items will be provided by Family Promise:**

- ❖ Beds (Mattress or Air Beds)
- ❖ Pillows
- ❖ Shower & Laundry Facilities at Day Center
- ❖ Diapers
- ❖ Baby Food, formula
- ❖ Cellular Phone – Delivered each night with driver for social work support.
- ❖ Log Book to record each evening’s activities
- ❖ Training for Volunteers, Coordinators
- ❖ Safety Guidelines, protocols etc.
- ❖ Alarm Clocks for Families



## TYPICAL HOST WEEK

During the week there are approximately 50 slots for volunteers. Some congregations have a different member for each slot; others have volunteers take on multiple roles. Volunteers come from the host and support congregations and are assigned duties by the *Volunteer Coordinators*—members of the host congregation who oversee the week.

### **Sunday:**

- A Network truck or van arrives in the afternoon with Bedding and the families' personal belongings to be set up in the designated space.
- Guest families arrive at the Host Congregation Sunday evening. The rooms for the families and the common area have been set up prior to their arrival.



### **Each night of hosting:**

- Families settle in, relax and meet the coordinators and the evening volunteers. At 6:00 PM dinner is served family style. Guests and volunteers share the meal together. Families are responsible for their children and help with clean up and chores.
- After dinner, volunteers fellowship with families. Hosts and their families play games, help with homework, watch videos, or just talk.

► Food for lunch is available in the kitchen area and parents make sack lunches for their families for the following day.

► Adults turn in around 10:00 PM; children at appropriate earlier bedtimes. Wake up is around 6:00 AM. 2 Volunteers will spend the night at the congregation.



► Breakfast is served around 6:30 AM during the week; typically cereal and other convenient foods. The Network van picks the families up at 7:00 AM.



### **During the day (Families are not at the congregation):**



► *The Driver takes guests to the Day Center. From there, children will go to school and the parents to their jobs. In the afternoon the reverse is done.*

► *If the parents do not have a job, they work with the Director at the Day Center to seek employment, housing, and other resources to help them regain their independence. The Day Center has bathrooms with showers and other necessities to prepare for the day.*

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► *Everyone returns to the Host Congregation around 5:30 PM and the cycle repeats.*



### **Saturday:**

► *On Saturday the families can sleep in and enjoy a hot breakfast (pancakes or bacon and eggs). Families go back to the Day Center and do what families typically do on weekends—see friends and relatives, take children to activities, etc.*

### **The next Sunday:**



► *On Sunday the families are packed up and out of the facilities prior to Sunday services. They are taken to the Day Center for the day until it is time to move on to the next congregation. Families that want to attend services will usually do so at their own congregations; some may choose to worship at a host congregation.*

...and the next host congregation begins its week.



## Family Promise Coordinator's Record

Coordinators please complete this form for volunteers hours that you and all of your team members accumulated while hosting the guests at your house of faith this week. This helps Family Promise in a number of ways, including for reporting purposes to grants, etc.

<b>Dates Hosted:</b>							
<b>Name of Host Site:</b>							
<b>Coordinator Name(s):</b>							
<b>Telephone Number:</b>							
<b>Email:</b>							

Hours	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun 2
Coordinator's Hours								
Setup/Take-Down Hours								
Dinner Prep Hours								
Family Hosting Hours								
Overnight Hours								
Laundry Hours								
Other Hours								

<b>Total Hours Served:</b>							
<b>Total Volunteers:</b>							
<b>Number of Guest Families:</b>							
<b>Number of Meals Served:</b>							
<b>Number of Rooms Provided:</b>							

Did your congregation spend any special monies this week for special items? If you would like to send us copies of the receipts we will add that to the in-kind donation record of your congregation, and send you an in-kind tax receipt.

Please email this form to: [ccrosbie@familypromiseoc.org](mailto:ccrosbie@familypromiseoc.org).

Thank you for your help and support!



## **Volunteer Sign-Up Sheet**



## Weekly Sign-Up Sheet

Week Of \_\_\_\_\_

Tasks

SUNDAY      MONDAY      TUESDAY      WEDNESDAY      THURSDAY      FRIDAY      SATURDAY      SUNDAY

Set Up/Take Down Family Rooms							
Provide Groceries							
Cook Supper							
Host & Share Supper w/ Families							
Entertain Families in Evening							
Spend Night With Families							
Set Up Breakfast & Sack Lunches							
Wash Sheets & Towels							