

Room In the Inn Important Reminders for Hosts

Lanyards:

- During Wonderful Wednesday, all hosts (or as many as possible) should wear a lanyard that says “Room in the Inn – Host.”
- As soon as the neighbors walk through the door, give each of them a lanyard that says “Room in the Inn – Neighbor” and explain that everyone involved with the RITI program is wearing one. If they need assistance, they can ask someone wearing a lanyard that says “Room in the Inn – Host.”
- Please make the host class aware that the neighbors will be wearing the lanyards.
- This does NOT take the place of nametags. They still need those.
- The lanyards are hanging on hooks just inside the RITI closet door. Please retrieve them when the neighbors go to the stage to get their bedding and retrieve the host lanyards. Try to get all 12 neighbor lanyards back. Hang back on hooks.

Overnight Hosts/ Breakfast :

- Please always remind the Overnight Hosts that if a neighbor has **WET BEDDING** in the morning, to please put all of it (wet blankets, pillow, etc.) in a plastic bag for the cleaner and to wipe the mat down with spray cleaner and paper towels from the kitchen. We can be generous with the Depend undergarments in the RITI closet.
- At least 4 people are needed at the Kerr Building to prepare and serve breakfast (two people) and put the bedding away (two people) by 4:45 am on Thursday. These four people can include the overnight hosts, the breakfast volunteer(s), the morning van driver, the clean-up person, or someone who is willing to drive over to help, but these four people need to be there by 4:45 am, regardless of what their checklist says. They should be able to leave by 5:45am.
- The privacy screens should be stored in the Youth Lounge. Please do not take them apart.

Laundry:

- Make sure that the Host Leader assigns someone to take the laundry to Countryside in the morning. The laundry volunteer will need to be strong enough to get the heavy rolling bin into their van or truck.

Lunch & Breakfast Prep:

- We are NOT storing leftovers in the kitchen. Please either take home or dispose of leftover food.
- All dishes, including drink dispensers left by WW for our overnight guests, must be washed before leaving.

Dinner:

- When dinner includes a self serve table (ex. for tacos or for salads), please have one of your dinner volunteers stand by the table to make sure that the neighbors take a reasonable portion of toppings.
- If the neighbor explains that they aren't eating the main course and want only salad, please offer to make them a peanut butter sandwich or soup from the RITI closet. They can certainly have a larger salad, but the toppings are limited and we want to have enough for the rest of the WW diners. Bread should be in the kitchen, possibly frozen.
- The neighbors normally finish eating before everyone else. Have one or two dinner volunteers serve them dessert, while the rest of WW is eating dinner.

PM Transportation:

- Drivers can **NO LONGER TAKE THE VAN TO WORK** on Wednesday.

AM Transportation – SNOW PLAN:

- If the Charlotte-Mecklenberg School System cancels school due to severe weather, the van driver must take the neighbors to the bus stop located in the Harris Teeter parking lot at Lawyers Rd. & Hwy 51. **No exceptions.** The van driver can also take them to the bus stop anytime he feels uncomfortable with the weather.
- This plan is posted on the bulletin board inside the RITI closet.
- If driver will be driving van to work Thursday morning after drop off, they must make sure it's OK to do so with Judy or Cynthia. It will probably be fine, but somebody in the office needs to know.

Elevator Key:

- The elevator key is located in the kitchen, however, the secret location will only be revealed on a case by case basis. Therefore, on the nights that we have a disabled neighbor, if you don't already know how to access the key, please see either RITI coordinator or the pastor.
- Be sure that the Overnight Host keeps the key until morning and knows how to put it back.