

Overnight Hosts CHECK LIST

- ___ Confirm there are two people spending the night. One male and one female. If you have a cell phone, give the number to the Monthly Director.
- ___ Be sure to bring an alarm clock.
- ___ Arrive at Kerr Bldg. by 7:00 pm Weds.
- ___ Acquire keys from Monthly Director or Notebook in closet.
- ___ Obtain a sleeping mat marked for overnight host's use only. Hosts usually sleep in the Lounge. You may want to bring your own pillows, blanket, or blow up mattress.
- ___ The bathroom in the kitchen is available for your use only.
- ___ Lock kitchen at night if you have the keys and make sure the outside kitchen door is locked.
- ___ Keep closet door shut. Neighbors should not have access to the closet. See end of checklist for supplies that can be given to guests.
- ___ See end of checklist for entertainment ideas. Entertainment is optional and not to be forced.
- ___ Lights out at 10:00 pm. Ask neighbors to bed down and announce wake-up time of 4:30 am.

(Some guests turn in directly after dinner. If so, consider turning off a couple of the overhead lights on the far side of the gym.)
- ___ Leave the bathroom lights on at all times. Leave the foyer light on by the front door, unless it is bothering someone.

In the Morning:

- ___ Wake up neighbors at 4:30 am.
- ___ Ask neighbors to return sheets and towels to rolling bin.
- ___ Ask neighbors to fold the comforters and blankets and pile them neatly next to the lounge door or place them directly in marked plastic storage found in the closet.
- ___ **If a blanket, comforter, or pillow is wet** during the night, these should be placed in a separate plastic bag on top of the rolling bin to be taken to the cleaners. Please wipe that mat off with spray cleaner and paper towels from the kitchen before putting it back in storage.

- ___ Ask neighbors to stack mats and pillows in marked places.
- ___ While breakfast is being prepared by others, stack as many mats and pillows in the closet as possible.
- ___ Do NOT break down privacy screens. Put them intact in the Lounge or closet for storage.
- ___ Count the neighbors before the van leaves to make sure everyone is there.
- ___ Check bathrooms for stray towels.
- ___ Turn out lights (unless Cleanup Volunteer is already there), leave front door UNLOCKED, leave closet door UNLOCKED, and return keys to Box 14 or drop in the mail slot or drop box outside the office.

EMERGENCIES: Call 911 for any emergency or problem with neighbors that you cannot handle. For behavioral problems during the night, call 24 Hour Behavioral Health Services Hotline at 704-444-2400. Use the kitchen phone, if necessary. See policy sheet in RITI notebook for more information.

Church address: 11501 Bain School Rd., Mint Hill

First Aid Kit: In RITI closet in the Lounge. Wear latex gloves.

Call RITI Coordinator or the Monthly Director with any emergency, any time of night. Numbers are in notebook in closet.

Closet supplies for neighbors:

- Any medicine in the drawer is safe to give, per instructions. The cough medicine is non-alcoholic. Keep track of when and how much you administer.
- Clothing, if they ask, can be provided as follows:
 - 1 underwear
 - 1 t-Shirt
 - 1 pair of socks
 - 1 hat or pair of gloves(These are the only clothes we can supply according to the RITI rules)
- Basketballs, BINGO, magazines, etc. Be sure to collect before lights go out and return to closet.

Entertainment:

- Basketball, after Wonderful Weds has been cleaned up. If people are trying to sleep, keep the game short.
- Magazines. In closet.
- Bingo. There may be snacks in the supply closet for prizes.
- Games. Checkers, Chess, Backgammon, Cards.
- TV - Directions for use are on wall by TV.
- Bumper Pool. Supplies in Lounge.
- Singing or even being sung to has been enjoyed in the past.

Thank You for Serving!

