

Appendix E

Host Checklist

Church:	Pastor:	Hosting Week #	Dates:
Do you need a partner church? If so, who? Pastor:			
Volunteer Coordinator		Phone #	
Food Coordinator		Phone #	
Setup/Teardown/Cleaning Coordinator		Phone #	
Is your kitchen licensed?	Are you within 1000' of school property?		
Is Church phone available for the guests to use?		If so, where?	
Are Youth permitted to serve at Shelter? (see Appendix C)			
Would we have access to internet?		Wireless?	
Thermostat: Will the Team Leader need instructions to set, adjust or override the thermostat to keep our guests & volunteers comfortable during the night?			
What is the Fire Exit Strategy?			
Do you have Showers available for the guests to use?			
Are you outside the City Limits?		Do you have a van secured?	
Who is in charge of transportation?	Phone #	Does the driver(s) know where to find the van and keys?	
Volunteer Entrance Location:		Guest Entrance Location:	
Location for volunteer's to keep their coats & purses?			
Location for volunteer's to sign in, access protocol book and volunteer schedule:			
Smoke Break Location (if possible not the same as the Guest Entrance):			
Where shall the overnight guests and volunteers park? (keep in mind the city parking ordinance)			
Female Guest sleeping area?	Male Guest sleeping area?	Volunteer sleeping area?	
Where is the dining area?			
Where is the relaxing and or TV and or game area?			
Where are the restrooms?			
Which areas are out of bounds?			
Do any areas of the shelter need to be torn down during the week to accommodate any special or routine uses? If so, when and where?			
Plan for Team Leader to secure keys and relinquish at the end of shift?			
Who will transport the guest's belongings to the next shelter?			Phone #
Is there a safe place Hospitality may store the Filing box each day?			
Do you have your weekly supplies from the "Hosting Church Supply List"?			