

GUIDELINES FOR EVENING/SOCIAL HOSTS

WHEN YOU ARRIVE

1. Put on a name tag and sign-in at the logbook in the Female Host Room (Room 127)
2. Inform the meal hosts you are there and find out about any guests who may be arriving late, location of leftovers, special needs, etc.
3. Join the guests for dinner if you can. Dinner is served around 6:00PM to 6:15PM, depending on when the guests arrive from the Day Center. If you are unable to come for dinner, **arrive by 7:00PM.**

AFTER DINNER

1. Engage interested guests in social activities. Toys, games, coloring supplies, etc. are in the Living Room area with more in Female Host Room. Activities may include assisting children with homework, crafts, board games, puzzles, indoor games, etc.

You MUST get permission from the parents of the children before giving ANYTHING or starting ANY activity with the guest's children. Do Not ask them in front of the children. The guest ALWAYS has the right to say no and it MUST be respected.

The Network and White Plains Guidelines require that a guest parent be present to supervise their children. DO NOT LEAVE YOUR CHILDREN and/or THE GUEST'S CHILDREN IN ANY AREA BY THEMSELVES without a parent present!! We as hosts MUST abide by the same rules as the guests when it comes to supervising our children's activities.

2. Guests may use the gym or the playground areas as long as it is not in use by another group and a parent is present. It is recommended for at least one host is present. (This can be an adult or teen.) Any locked or occupied room /cabinet is off limits and should remain undisturbed.
3. If a group, such as boy scouts or ham radio club, comes into a guest area, tell the leader that these rooms are reserved for Interfaith this week and that they should find another meeting space. They should be reminded that the church office had these dates and rooms reserved in advance and they are responsible to contact the office about room use in advance. If they refuse to leave, please report this problem to the Primary Coordinator and note it in the logbook as well as the group involved.
4. Guests are allowed to use the TV and VCR in the Living Room Area and check out videos from the church library. The Guests Guidelines state that **any programming to be viewed in the Living Room area should be child friendly (Rated G or PG only) and approval should be requested of the hosts before viewing.** The Guidelines also state that the hosts MAY BE ABLE to provide an adult sitting area in another room if there is proper supervision for the children in the Living Room and the Male Host Room and TV/ VCR available.

5. Emergency numbers, emergency procedures, how to adjust the air conditioning, and other guidelines are in the logbook in the Female Host Room. DO NOT show this book to the guests or give them the keys in this book for ANY REASON. Notify the Primary Coordinators of any emergencies or serious problems immediately. DO NOT give out any phone numbers of Day Center Staff or White Plains Members for ANY REASON. Contact a Primary Coordinator about the situation, immediately.
6. Please stay until the overnight hosts arrive. This is usually about 8:30-9:00PM. We need to have at least two hosts present at all times.

BEFORE YOU LEAVE

1. Let overnight hosts know about anything they may need to be aware of, such as guests who will be arriving late, etc.
2. Record your volunteer hours on the volunteer log form and make any required entries.

Primary Coordinators _____ Phone# _____