



**Family Promise**<sup>®</sup>  
of Las Vegas

Building community, strengthening lives.

## **Coordinator Resources**

*In This Guide You Will Find:*

- *Host Week Walkthrough*
- *Preparing & Planning For The Host Week*
- *Supplies Needed For The Host Week*
- *Volunteer Schedule Calendar*
- *Coordinator Log (there is also a copy of this spreadsheet available on our website)*
- *Volunteer Forms/Sign-up Sheet*

## TYPICAL HOST WEEK

During the week there are approximately 30 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 9:00 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.*

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

## **Saturday:**

▶ *On Saturday the families can sleep in (if this works for the congregation schedule) 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.

## **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.

### **Wednesday, 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) Provided by Family Promise LV Day Center
- ❖ Washable blankets – twin size Provided by Family Promise LV Day Center
- ❖ Mattress pads
- ❖ Hand towels/Wash clothes
- ❖ First Aid Kit – (check to ensure it is stocked.)
- ❖ Dishes & Utensils (Either reusable or paper/plastic)
- ❖ 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
- ❖ Training for Volunteers, Coordinators
- ❖ Safety Guidelines, protocols etc.

Family  
Promise  
Coordinator  
Record

Coordinators please complete this form for volunteers hours that you and all of your team members 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. Return this form to the day center by emailing to [director@familypromiselv.com](mailto:director@familypromiselv.com)

**Dates Hosted:**  
**Name of Host Site:**  
**Coordinator Name(s):**  
**Telephone Number:**  
**Email:**

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								

Total Hours Served:

Total Volunteers:

Number of Guest Families :

Number of Individuals :

Number of Meals Served:

Number of Rooms Provided:

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.



## 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 downtown Las Vegas. -----