

OVERNIGHT TEAM "ROUTINE" VOLUNTEERS MUST BE VIRTUS TRAINED

1. Get log books from green plastic box
2. Read notes in pass-down-log from previous nights
3. Read guidelines in 3-ring binder:
 - a. Rules
 - b. Do's and Don'ts
 - c. Phone numbers in the back
 - d. Wakeup cards, if needed
4. Make sure entire team knows:
 - a. First aid kit location (kitchen, top cabinet on the end by hand sink)
 - b. Location of aspirin, etc. (same as first aid box)
 - c. Feminine products (kitchen, top cabinet, right of sink)
 - d. Keys
 - e. Telephone (the POP Church number is **757-549-1913**)
 - f. How to work lights
 - g. Location of emergency phone numbers
- h. How to work heat/air
5. Go over routine:
 - a. Before arrival of guests gather all volunteers together and have them introduce themselves. Also lead short prayer.
 - b. Check in.... one person on towel distribution, one on name badge, one on sign-in of guests. All volunteers should also sign-in visitor log.
 - c. Log in the PDL the number of actual guests (i.e. "12 women, 38 men, total of 50 guests").
 - d. Make announcements (if any) during meal
 - e. After check-in, move small table up near door to allow for smoking pass logging smokers "out and back in".
 - f. Call Overnight, Activity and Clean-Up volunteers as a reminder to their assigned date two nights out (i.e. If tonight is Wednesday night, call the Overnight, Activities and Morning Clean-Up Teams for Friday night.) Call John Nogosek (548-2794; cel646-5601) if there are any cancellations.
 - g. Make announcement at 9:50 that lights will be off and smoking stops in ten minutes. Ask that all cel phones be turned off or set to vibrate mode.
 - h. Turn off lights, lock door at 10:00pm
 - i. Sometime during the evening, put magazines and games back in boxes, place under tables parallel to windows
 - j. Turn on large coffee pot at 4:15am
 - k. Lights on at 5:30am
 - l. Breakfast served at 5:45am
 - m. Make another announcement to turn in towels and wash clothes. Place soiled towels/wash clothes in large plastic bag. **PLACE LAUNDRY BAG OUTSIDE OF PARISH HALL BY THE DOOR WHEN YOU DEPART IN MORNING**.....for pickup and laundering.

n. Please remind all guests to fold their blanket and place it in the plastic bag provided with their name on it. Also remind them to not leave any personal items behind.

o. Bus departs 6:30-6:45am

p. Help cleanup... pickup trash, fold blankets on mats, etc. Place logs, notebook, pens, etc back in "admin" plastic box, place under table.

q. Lock all doors before you leave.

6. Direct the Clean-Up Team in what areas need attention; i.e.fold blankets, sweep floor, mop bathrooms, etc. Show the Clean-Up Team how/where to turn off lights when they are done.

7. For your own convenience, bring with you: a flashlight, a sleeping bag/blanket/pillow, etc. and any other overnight essentials.

If you encounter any problems, have questions or suggestions about the Activities Team, call John Nogosek at 548-2794.