

IHN – Move In at Beth David

People needed: 2-4 people

Time: First Sunday - it takes about 1 – 1 ½ hours

All the items are in the locked closets in the multipurpose room. The key hangs in the last kitchen cupboard on the top right, catty corner from the refrigerator in the school kitchen.

The number of families in the program determines the number of guest rooms, plus two rooms for hosts.

For each guest room –

- ❑ Inflate an AeroBed for each adult and child.
- ❑ Make each bed up with a set of sheets and blankets. Leave a pillow case on the bed (the guests bring their own pillows)
- ❑ Set up a child's AeroBed or Pack n' Play for each infant and toddler (per information provided by Coordinator.
- ❑ Provide 7 plastic diaper bags for rooms with a child in diapers.
- ❑ Each person receives a face cloth and bath towel.
- ❑ A copy of the Congregation Rules in each
- ❑ Post guest names outside the assigned rooms.
- ❑ One Flashlight, with working batteries, for each room – be sure it is labeled property of IHN.

For each Host room (2)

- ❑ Inflate an AeroBed for each adult.
- ❑ Make each bed up with a set of sheets and blankets plus pillow case.
- ❑ Flashlight, with working batteries. Alarm clock.
- ❑ Post "Host" sign outside each of the host rooms where it can be easily seen.
- ❑ Include set of Rules.

Toys

- ❑ Move a selection of age-appropriate toys from the closet to the window sill of the multi-purpose room to make it welcoming for the children.

The following Sunday everything is dismantled after the guests leave.

IHN – Dinner Host

Time: 5:30 pm – 8:00 pm

Although the dinner tasks may be divided into Meal Preparers and Dinner Time Hosts, at Beth David we typically have two families who handle the entire process. Our hosts eat with the IHN guests, which is why this is a wonderful activity for Beth David families.

Dinner Hosts

- ❑ Jennifer Rose, our dinner coordinator will advise you of the number of adults in the program, the number and ages of the children, and any dietary restrictions that apply. We try to vary menus so that the guests aren't eating the same meal every evening.
- ❑ At least one person should plan to arrive at Beth David between 5:30 and 6PM to greet our guests. Dinner should be served around 6:00 p.m.
- ❑ Meals should be simple, family-friendly comfort food. This is not a time to try out something unusual. Keep in mind the ages of the children.
- ❑ We've found that having two families share the responsibility for dinner works very well, both to divide up the work and make the evening more fun. However you decide to share the main course, side dish, beverages and dessert is fine. Not everything (or even anything) needs to be home-cooked. Pizza or KFC also works. In the good weather we can use the grill at Beth David.
- ❑ Meals are generally prepared at home, and can be reheated in the kitchen outside the multi-purpose room.
- ❑ Should the guests have the television on, it is appropriate for you to ask that the TV be turned off during dinner.
- ❑ It is the responsibility of the families to help set up before dinner and clean up after dinner.
- ❑ ***Guests are responsible for their children at all times with the following exception:***
 - If a parent specifically asks you to take charge of or play with their child for a limited period of time, or when you specifically ask a parent to play with their child.
- ❑ Have normal dinner conversation with the guests, but do not ask probing questions about their past or what brought them to the network. Remember, they are moving from congregation to congregation each week; they will volunteer as much information as they are comfortable. If guests choose to go to their rooms following dinner they may, but you can offer to:
 - read stories to the children
 - play games
 - help select videos – if you have a favorite bring it – *G only*
 - visit with children and the adults
 - help with homework, as needed
- ❑ Remind the families to prepare their lunches for the following day – there is not enough time in the morning.
- ❑ Be aware of emergency information and contacts that are posted.
- ❑ Overnight hosts arrive at 8PM, at which time you may leave.

We have not experienced any problems, but IHN recommends that we leave all valuables, purses, etc. at home or locked in your car.

IHN – Over Night Volunteer

Time: 8:00 p.m. to 6:00 a.m. Sunday evening through Friday morning

8:00 p.m. to 8:00 a.m. Friday night through Sunday morning

One man and one woman are preferred for each night, but two women or men are fine too. Many volunteers do this on their own. Remember, much of this job is done while you sleep!

IHN – Main Line Rules for the families.

- ❑ **Parents are responsible for their children at all times.** The exception to that is:
 - If a parent specifically asks you to take charge of or play with their child for a limited period of time, or when you specifically ask a parent to play with their child, the parent agrees, and the child agrees.
- ❑ Guests are not to leave the premises at any time, with the exceptions of a short walk, or if you agree to take them to the pharmacy or the grocery store for some emergency item. Guests are expected to inform a volunteer if they go out of the building and are expected back in the building by 9:00 p.m.
- ❑ Guests may go outside to smoke – no smoking is ever allowed inside Beth David. Guests should not leave the building overnight for any other reason.
- ❑ You should lock the outside doors at 10:00 p.m.

The evening routine:

- ❑ Provide hospitality to the guests but do not ask probing questions about their past or what brought them to the network. If they choose to go to their rooms or to be independent that is fine, but please offer to:
 - read stories to the children
 - play games
 - help select videos – if you have a favorite bring it – *G only*
 - visit with children and the adults
 - help with homework, as needed
- ❑ Remind the families to prepare their lunches for the following day – there is not enough time in the morning.
- ❑ IHN asks that these bedtimes be followed on school days:
 - 8 pm for those ages 8 & younger
 - 9 pm for those ages 9 – 12
 - 9:30 pm for those ages 13- 17
- ❑ Be aware of emergency information and contacts. Emergency numbers, instructions on emergency procedures, Guest and Congregation Rules, a flashlight, and a key to the building are provided for you in a folder in your room.
- ❑ Please secure the building at 10:00 p.m., including locking the outside doors.

The morning routine.

- ❑ During the week you and the guests need to rise no later than 5:30 a.m. - the van arrives to pick guests up at 6:00 a.m.

- ❑ Each guest has an alarm clock and is responsible for getting her/himself up. However, if you don't see the guests in the hall or multi purpose room, you will need to knock on their doors.
- ❑ Always remember to knock and ask for admittance before entering a guest family's room.
- ❑ You will need to be sure that all guests leave on the van.
- ❑ Guests sometimes prepare their own breakfast on weekdays and should clean up after themselves. Feel free to fix your own breakfast and eat with them. There is usually no formal sit down breakfast during weekdays.
- ❑ Saturday the van will arrive at 8:00 a.m. Guests should be up by 7:30 a.m.
- ❑ Sunday the van will arrive at 8:00 a.m. Guests should be up by 6:30 a.m. and have their rooms cleared out before 7:00 a.m. Breakfast at 7:15 a.m

- ❑ Once the guests have left you may leave also. Check that the coffee pot is off, the shower isn't running, and please turn off the light in the bathroom with the shower (other lights are automatic). If you have not brought your own linens, please put yours in the pillowcase and leave it in the room.

What you need:

- ❑ Most hosts bring their own bedding, and towel.

We have not experienced any problems, but IHN has requested that we leave ALL valuables, wallets, purses at home or locked in your car. Keep your cell phone with you.

IHN – Laundry

Sunday following move out

- ❑ All sheets, towels, and blankets should be picked up after the guests leave – after 8:00 a.m.
- ❑ Sheets and towels should be laundered in hot water.
- ❑ Blankets should be run through the dryer for 15-20 minutes each.
- ❑ Occasionally you will find a white fleece-type mattress cover in the pile. This belongs to the Aerobed and should be laundered also.
- ❑ Please launder and return linens to the Beth David IHN closet as promptly as possible.
 - Sheets should be folded in sets (fitted, flat, and pillow case).