

# **Host Congregation Guidebook**



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## **Contact Information**

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# **Mission Statement**

**To provide programs that emphasize human development and recovery through education, self-help and work, centered in community and long term support for those who call the streets of Bowling Green home.**

## **History of the Program**

**Room In The Inn originated in Nashville, TN in 1986. Father Strobel and his congregation made the decision, along with three other local congregations, to open their doors to shelter the homeless from December through March. By the end of that first season there were over thirty-one host congregations involved in the program. Room In The Inn in Nashville, TN now has over 190 nightly host congregations, over 6,500 community volunteers, nearly 500 guests served on a single evening, and has spread to 32 other cities... Including Bowling Green!**

**Room In The Inn Bowling Green began as an idea in November of 2012. Father Strobel had come to speak to the Homeless and Housing Coalition of South Central Kentucky during Hunger and Homeless Awareness Week. Of course the idea of starting a Room In The Inn Bowling Green was an**

**instant hit, but it wasn't until January of 2013 before the program actually began to take shape.**

**During the winter of 2013-14 a Polar Vortex was forecast to come through South Central Kentucky region, leaving outside temperatures at dangerous lows for several consecutive nights. The coalition knew that with lives at stake, it was time to get serious about the idea of creating Room In The Inn Bowling Green. If something wasn't done quickly, the risk of homeless persons in our area dying on the streets of Bowling Green would become imminent.**

**That January, a four-day shelter was thrown together quickly by some amazing hard-working individuals that would later take the beginning steps to forming the program. After their tireless efforts it was decided that for the following winter it would be much more beneficial to start our community's very own Room In The Inn, but they also knew that through it all they had gained the support of other like-minded good neighbors of Bowling Green.**

## **About Room In The Inn Bowling Green Winter Shelter Program**

**Room In The Inn Bowling Green is a community of people bound together to offer shelter and compassion to people experiencing homelessness. Local congregations open their doors to welcome guests during the winter months.**

**Room In The Inn's winter shelter program runs November 15th - March 15<sup>th</sup> (with the possibility to extend to 31<sup>st</sup> pending weather conditions) every year.**

**Host congregations serve in the following ways:**

- **Host congregations host groups once a week, once a month, or just during the coldest months of January and February when the temperatures are dangerously low.**
- **Host congregations are asked to host 8-15 guests a night.**
- **Host congregations are needed to host men, women, and families.**
- **Room In The Inn staff will guide you in setting up your program and will train your team leaders and volunteers.**

**Volunteers serve in the following ways:**

- **Recruit volunteers from within your congregation or partner with other congregations/organizations.**
- **Transport guests, picking up each evening from 416 East 11<sup>th</sup> St. Bowling Green, KY (Allen Building) and dropping them off the following morning.**
- **Prepare and serve meals, including dinner, breakfast, and sack lunch for the following day.**
- **Assist with set up and clean up.**
- **Spend time during and after dinner each evening conversing with the guests, playing games, or watching movies.**
- **Serve as overnight hosts.**

# **What the Program Is and Isn't**

## **What it is...**

- **An opportunity to become directly involved.**
- **A way for congregations to welcome in small groups.**
- **A chance for both guests and hosts to change.**
- **About people of religion putting the tenets of their faith into practice. "Love thy neighbor".**
- **About serving without prejudice or pride and about accepting everyone.**
- **It is not about giving; it is about receiving. It is about everyone, both guests and hosts, receiving a blessing—an encounter with God in the midst of suffering, hardship, pain and grief.**

## **What it isn't...**

- **An attempt to fix all the guests problems. Staff will work on linking guests to appropriate resources.**
- **Another large shelter. We are a back-up shelter for folks who are unable to stay at other local shelters.**

## **It Sounds Impossible**

**You're right—at first glance, sheltering people in a place of worship does appear to be a major problem. But it is not as complicated as it seems. Otherwise, there would not be so many congregations doing it year after year. The experience of dozens of congregations large and small is**



**proof in itself that Room In The Inn is a reasonable, practical, and effective way to organize an emergency shelter. The feedback from those congregations is overwhelmingly positive.**

**There are many details of hospitality to attend to, but they are details that most people have faced in welcoming guests into their own homes. Generally, what works at home for our friends will work at church for the homeless. You might find this hard to believe at first, perhaps because it sounds so simple. Yet it is true. A shelter at a congregation can be modeled after a home. What we like to provide our guests there---a clean, warm room, a fresh set of linens, a place to wash and bathe, some refreshing and nourishing food, and most important, personal conversation---we can provide at our own synagogue.**

**It takes simple know-how and the will to do it.**

**(from the book Room In The Inn: How Your Congregation Can Help Homeless People by Charles Strobel)**

## **How to get Started**

**Below is a list of things we suggest having in place before hosting an evening for our guests of Room In The Inn Bowling Green. These are merely suggestions and every congregation has their own variation on how they like to do things, but these are things we find especially useful and comforting.**

**Cots/Mattresses/Bedding**

**Space for Sleeping and Dining**

**Adequate Bathroom Facilities**

**Sufficient Heating and Cooling**

**Proper Ventilation**

**Approved Safety Exits with Clear Access**

**Adequate Lighting**

**First Aid Kit**

**Fire Extinguisher**

**Telephone Service with Posted Emergency Numbers**

**Designated Smoking Area**

**If there are any items that you find you are in need of we suggest reaching out to the program coordinator to see if such items have been donated. Another way to prepare for hosting is to start a fundraiser or drive within your congregation; this happens to be great way to get people**

**involved with the program that might not be able to give much of their time volunteering, but are looking for ways to support the mission.**

## **What a Typical Night Might Look Like**

### **Sample Schedule**

**4:30 p.m. Volunteers begin set-up**

**6:00 p.m. Pick up guests at 416 East 11<sup>th</sup> St. (Allen Building)**

**6:30 p.m. Arrive at congregation**

**6:30-7 p.m. Welcome guests, allow them to get settled, explain rules, locations of bathrooms and smoking areas, lights out time, etc.**

**7:00-8 p.m. Dinner and conversation**

**8:00-10 p.m. Movie, television, or game time for those wanting to stay up**

**10:00p.m. Lights out**

**5:00 a.m. Wake up**

**5-5:30 a.m. Get ready for the day and clean-up sleeping area**

**5:30-6 a.m. Breakfast**

**6:00 a.m. Leave for 416 East 11<sup>th</sup> St. (Allen Building), Volunteers complete clean-up**

# **Recruit Volunteers in Your Congregation**

**In order to host an evening of Room In The Inn Bowling Green, you will need to make sure you have plenty of volunteers. We suggest getting the word out to as many people as you can within your congregation. You can do this by asking your pastor to make several announcements during your usual service, have your small groups make announcements or sign up for days to host together, and/or make up flyers to hang as reminders as the season is approaching. Having sign-ups either hung up or emailed to prospective volunteers is very beneficial in guiding people to get involved, but it also worth noting that there are plenty ways to volunteer! For some volunteers being an Inn Keeper might be too much of a commitment, but preparing an evening meal is more feasible.**

**Below is a list of the numerous types of volunteers you will need:**

- Volunteers to transport to and from 416 East 11<sup>th</sup> St. (Allen Building) and your church. This can include walking if you are located close by.**
- Volunteers to set up cots, food tables, etc.**
- Volunteers to prepare dinner.**
- Volunteers to serve the guests.**
- Volunteers that are simply there to interact with guests or to provide nightly entertainment.**

- **Volunteers to spend the night (Inn Keepers). You must have at least two for every evening you host.**
- **Volunteers to prepare breakfast.**
- **Volunteers to serve breakfast.**
- **Volunteers to clean up.**
- **Volunteers to wash linens.**
- **Volunteer(s) to coordinate for your congregation. We suggest having a backup coordinator just in case.**

## **Coordinators**

**The coordinator(s) have an extremely important role to ensure success of the program. They are the ones responsible for coordinating your volunteers. This can be done with sign-up sheets, emails, Sign Up Genius, group texts etc. They must also ensure that all positions are covered.**

**Coordinators should refer back to the program calendar and Room In The Inn Bowling Green staff for dates your congregation is hosting. They can also put out reminders for your congregation's volunteers.**

**Coordinators must make sure to check emails, texts, phone calls, and newsletters to stay up to date on communication.**

**Coordinators should also make sure that the Nightly Summary Sheet is being completed and turned in to Room In The Inn Bowling Green Staff. This is a great opportunity to**

**communicate individual guest needs or issues. We also suggest that coordinators keep track of gift giving on the Nightly Summary Sheet so that can be recorded in Charity Tracker.**

## **Transporting Guests**

**The volunteer in charge of transportation must pick all guests up between 6:00-6:30 PM at 416 East 11th St. (Allen Building). We invite your congregation's transportation volunteer to drive congregational vehicles, personal cars, or walk if located nearby. Guests are to then be brought back to the Allen Building by 6:30 AM the following morning.**

**We ask that anyone transporting guests back in the morning, turn in the nightly summary sheet upon arrival or make sure it is emailed to [Roomintheinnbg@gmail.com](mailto:Roomintheinnbg@gmail.com)**

## **Preparing Meals**

**Your volunteers preparing the meals may want to consider dietary special needs like low sodium and low-sugar options; try to keep things healthy and nutritious. We suggest avoiding serving hard or crusty foods because of possible dental issues. Remind those in charge of the meals to keep things simple and easy; they should not feel the need to create a Thanksgiving feast every night of hosting. If pushed for volunteers/time pizza and cereal are always a**

**quick go to option. Those preparing the food will to coordinate dinner, breakfast, and if possible a snack/sack lunch.**

## **Activities for Guests**

**You might want to consider having volunteers to simply welcome guests to your church and explain all rules upon arrival, including lights out, smoking area and designated breaks, wake-up times, etc. Make sure you have volunteers there to enjoy the meal together with guests. Sitting down to break bread with our guests is great time for volunteers to get to know guest names, talents, where they are from, etc. We encourage your volunteers to not be afraid to ask questions about a guest's situation, sometimes our guestst are just waiting for someone to listen. Consider adding the small touches, for example: magazines, dominoes, inspirational cards on guest's cots, an after dinner mint, etc. Also, feel free to have fun! A great way to get guests and volunteers relaxed is planning events like "Movie Night", "Tailgate Night", put on a talent show, or include guests on Holiday Events. Feel free to have your congregation volunteers get creative!**

## **Inn Keepers**

**There must be a minimum of at least two Inn Keepers that will stay overnight with your guests. Inn Keepers should always remember to keep track of memorable events, disagreements, health concerns, or other important things that occur, on the nightly summary sheet. We also suggest the Inn Keepers check the heating system before bed (some are on a timer and operate at lower temperatures during the night). It is also a good idea to keep in mind that some guests might need to use the restroom more frequently than others or have mobility issues where they need to be closer. You may also want to consider allowing guests to use an outlet to charge electronic devices.**

**All Inn Keepers should feel comfortable handling most questions, needs, and problems, but we also stress that Inn Keepers should refer to Room In The Inn Bowling Green staff or 911 during an emergency.**

## **Getting Kids and Youth Groups Involved**

**All members of your congregation have something they can provide for your guests. Here are some ideas for involving youth.**



- **Allow families volunteer together to serve a meal.**
- **Give the youth group the responsibility of setting up the beds before the guests arrive.**
- **Have the children decorate the bags for the sack lunches.**
- **Invite the youth choir to perform for the guests.**
- **Ask the teens to plan a holiday or football party.**
- **Let older youth plan and prepare the evening meal.**
- **Have children make placemats or cards for each guest.**
- **Give each child five dollars and take a field trip to a dollar store. After a brief discussion about homelessness, allow everyone to purchase items guests would need.**
- **Let the youth wrap holiday gifts or put together gift bags.**

## **Involving Seniors**

**Seniors members of your congregation also provide great support to the program and guests. Here are some ideas for involving seniors.**

- **Call volunteers to remind them of their scheduled night.**
- **Write thank-you notes to volunteers.**
- **Send desserts or treats to serve with dinner.**
- **Donate magazines for guests to read.**
- **Knit or crochet hats and scarves for guests.**
- **Write notes of encouragement for the guests.**
- **Shop for items for sack lunches.**

- **Donate supplies to the program.**
- **Buy socks or underwear to distribute to the guests.**

## **Healthy Boundaries**

**Working with individuals struggling with homelessness is a unique experience. Accordingly, it is important that unique considerations be made by all participating volunteers. Here are some best practices.**

- **Be respectful to all guests and volunteers and consider each guest as an individual.**
- **Do not share personal information such as your telephone number, address, or email.**
- **Do not friend guests on social media.**
- **Do not give guests rides in your personal vehicle.**
- **Maintain confidentiality. Do NOT share information about your guests with other people.**
- **Refrain from accepting gifts and giving gifts to individual guests. If you wish to do something special for an individual guest, please speak to the Room In The Inn Bowling Green Coordinator first.**
- **Listen to each guest but do not expect to “fix” their situation.**
- **Be honest and do not make promises that can’t be kept. Feel free to say “I don’t know” or “I can’t.”**

- **Always use a calm voice and do not touch a guest without permission under any circumstance.**
- **Accept responsibility for your actions.**
- **Use your instincts. If you are uncomfortable with a guest or a situation, let someone know.**
- **Dress appropriately.**

## **Helping Individual Guests**

**Room In The Inn guests often share their personal stories with volunteers at each congregation, and their experiences can inspire generosity and kindle a desire to become more deeply involved with a particular individual. This might include offering special assistance with employment, housing, medical needs, or some other request.**

**Before providing help to a guest, volunteers should consult with a member the Room In The Inn Coordinator. The Coordinator may not know about the difficulties a guest is experiencing and can provide additional support and guidance. They can serve as liaisons between the congregation and guest in order to protect confidentiality and fairness.**

**Finally, the Room In The Inn Coordinator might be able to present a more complete picture of someone's specific needs. Reaching out is an act of faith and Room In The Inn provides a venue for fellowship that can result in empowerment and change. The Room In The Inn Coordinator**

**along with The Committee and Homeless and Housing Coalition of South Central Kentucky serve as a sounding board in determining appropriate assistance for individual guests so that a congregation's resources can be used in the most effective way.**

## **Expectations of Guests**

**All guests at Room In The Inn Bowling Green must go through a one-on-one orientation before staying at a congregation. This orientation explains how the winter shelter works, the basic rules of the program, and about the principles of nonviolence and respect. If guests do not follow these guidelines, they will be asked to leave the program for a given period of time.**

**Before guests leave 416 East 11<sup>th</sup> St. (Allen Building), they must pass several checkpoints. The Room In The Inn Coordinator along with Volunteers check guests for intoxication and behavioral issues. If a guest is not appropriate to stay at a congregation, other arrangements will be made for shelter.**

**If you have concerns about a guest's behavior, please call the Room In The Inn Bowling Green emergency number (270 418 9228).**

# **A Look at Our Guests – Who Are The Homeless?**

**The people served by Room In The Inn come from a wide variety of backgrounds. Many are natives of the Bowling Green area, while some come from other places. A large number of participants have college degrees, and others have had little formal education. They are sons, daughters, parents, grandparents, aunts, and uncles. Some have had successful careers in business, the arts, or the military.**

**Each person has a name, a story, and dreams for the future.**

**While a small part of our population is experiencing homelessness because of economic issues, most are facing a much more complex set of issues. People who are chronically homeless invariably suffer from a combination of several of the following disabling conditions:**

- Mental Illness such as schizophrenia, bipolar disorder, and other severe and persistent mental illness**
- Physical Disabilities from profound injuries, illness, birth defects, or socially debilitating physical traits (such as disfigurement, dental deficiencies, or obesity caused by 'survival' mentality)**
- Educational Deficiencies like the inability to read/write, the lack of basic academic skills or no high school diploma**

- **Severe Trauma or history of sexual or physical abuse, combat, catastrophic loss of family or a similar traumatic event**
- **Addiction to drugs, alcohol, sex, gambling, and other addictions**
- **Severe Family Dysfunction or abusive parents, broken homes, and/or multiple residences/caregivers**
- **No Family or Significant Support System along with a total lack of family or support systems due to death, alienation, or institutional childhood**
- **Learning Disabilities such as dyslexia, ADHD and other disorders that interfere with education and life functioning**
- **Developmental Disabilities or low IQ or brain damage that hinders intellectual functioning**
- **Criminal History with past criminal record that seriously limits opportunity**
- **Limited Occupational Skill Set that cause the inability to do anything beyond the most basic manual labor**
- **Transportation Deficiencies that inhibit a guest from the purchase, maintain, insure or legally drive a car or obtain transportation through public or private means.**
- **Life Skill Deficiencies that prevent the ability to manage the most basic life function such as hygiene, housing, transportation, and interpersonal relationships**
- **Prior Long-Term Institutionalization or extended stays in foster care, juvenile institutions, mental hospitals, or other institutions**

- **Generational Poverty** which is defined by having two or more generations of family dependent on public assistance or charity for basic living needs
- **System Navigation** with the inability to effectively navigate Government and Social Service Agencies

## **The Holidays**

**Room In The Inn** guests often say the holidays are very painful for them. Many of our guests are separated from family and do not have financial resources to buy gifts for or celebrate with loved ones. Feelings of loneliness and failure become more intense during the holiday season, leading to depression and further isolation. While the culture around them lavishly observes the holidays, people who are homeless are reminded of their own poverty.

There are some practical ways to provide comfort and support for your guests during the holidays.

- **Be present with your guests.** They may need you to listen or just sit with them.
- **Invite them to take part in your congregation's holiday services.** They may need to be reminded of the spiritual meaning of holidays.
- **Provide festive meals and home-made treats.** It is comforting to have food that is reminiscent of home. One congregation serves a holiday meal to their Room In The Inn guests with fine china and linens.

- **Have greeting cards available and provide postage so guests can be in touch with loved ones.**
- **Give your guests presents or stockings to open. Remember, your guests have to travel light, so gifts should be portable. Some helpful items might include fast food gift cards, bus passes, good razors, wallets, small notebooks with pens, washcloths, scented body wash, jewelry and fragrances for women, candy, and individually-packaged snacks.**
- **Ask your children's or youth choir to perform for your guests.**
- **Involve your guests in some aspect of holiday preparations: they can help put up decorations, decorate sugar cookies, or help put together food baskets for families.**

## **Cots/Mattresses**

**Never use cloth-covered mattresses. Vinyl-covered mattresses or canvas cots are recommended. Vinyl mattresses are more comfortable for guests and are easy to clean, but they can be expensive to purchase and difficult to store. Cots are easy to store since they fold up, but may not support much larger guests. Some congregations use air mattresses and these are comfortable for the guest, but can take a long time to inflate. Also, they can puncture fairly easily. If your congregation is unable to afford mattresses or cots,**



**Room In The Inn Bowling Green usually has cots to lend out for congregations that are hosting.**

## **Transportation**

**Many congregations have vans or buses and no additional insurance is necessary to transport Room In The Inn guests. There are also congregations without vans that ask volunteers to use personal vehicles to transport guests. Again, no additional insurance is needed. We have a couple of congregations that rent vans every other week for Room In The Inn or pair with other congregations that can assist in transportation. Many of our congregations are located in the downtown area and simply walk to their church. It is completely up to your congregation on how you decide to transport guests, but if you feel like transportation might become an issue reach out to the Room In The Inn Coordinator to assist you.**

## **Insurance**

**Standard liability policies should cover all guests and visitors at a congregation. Room In The Inn guests are no different from other visitors to the building. If there is a concern about liability, congregations should consult with an insurance broker with experience covering non-profit agencies.**

## **Frequently Asked Questions**

- **What should I do if there is an emergency situation?**

**IF A SITUATION IS LIFE-THREATENING OR DANGEROUS, CALL 911; however, if there is behavioral problem, call the Room In The Inn Bowling Green emergency number.**

- **What night will we host Room In The Inn?**

**Each congregation chooses the night it will host Room In The Inn based on building usage and volunteer availability. The program operates seven days a week, and beds are needed every night.**

- **How often do we have to host guests?**

**Some congregations welcome guests once per week while others once or twice each month. Each congregation plans its own schedule.**

- **How many guests do we have to take?**

**Room In The Inn believes smaller groups provide more safety and the opportunity for conversation and relationship. Congregations typically take 10-12 guests, but each faith community decides how many guests it can comfortably accommodate in its facilities.**

- **Will we have male or female guests?**

**Room In The Inn welcomes both male and female guests as well as families. Each congregation decides whether they will welcome men, women, and/or families. While our largest population is single adult men, on some nights there are not enough beds to accommodate women and families.**

- **Do we have to have a shower?**

**A shower is not required to host Room In The Inn.**

- **How do we get bed linens?**

**Sheets, blankets, and pillowcases are often times provided by member of the congregation and laundered by volunteers. Room In The Inn receives lots of bedding donations, so if you find your congregation is in need of these items contact the Room In The Inn Coordinator.**

- **What should I do if a guest gets sick?**

**If someone is ill, but does not need an ambulance, call the emergency number (270 418 9228) or make a report on the nightly summary sheet.**

- **What if I have a question, but can't get in contact with our congregation coordinator?**

**We ask that you first try to refer all questions to your coordinator, but feel free to contact Room In The Inn Bowling Green staff anytime there is a concern or question that you are unable to answer. We try to keep the emergency number to emergency situations only,**

**but fully understand when things out of your control arise.**

**- What should we serve for meals?**

**Guests love simple, hearty, home-cooked food. For some guests, it could be their only meal of the day. Some guests may have dental issues, so it is a good idea to cut food like carrots and apples into slices and avoid crusty bread and harder foods. It is also good to have some food choices for people with high blood pressure or diabetes.**

**For breakfast, some congregations prepare a hot meal while others prefer a continental style breakfast with cereal, pastries, and fruit. Either kind of meal is appropriate.**

**Most congregations give each guest a sack lunch. Items in the lunch should not need refrigeration since guests have no access to a refrigerator.**

# **A Twelve-Month Program**

**Here are some ways to keep the momentum going with your congregation throughout the entire year. Divide your Room In The Inn Program into four seasons: Preparation, Implementation, Gratitude, and Education.**

## **August (Preparation)**

- **Take inventory of shelter supplies and make list of needed items (socks, underwear, toiletries, bed linens, towels, over-the-counter medications, paper products, laundry detergent, etc.)**
- **Check condition of mattresses/cots and make any necessary repairs or replacements.**

## **September (Preparation)**

- **Return registration form and register for dates with the Room In The Inn Coordinator.**
- **Host a winter shelter kick-off event for your congregation.**
- **Recruit volunteers from your congregation.**
- **Provide information about volunteer responsibilities and time commitment.**
- **Ask congregation members to donate any needed supplies.**
- **Create a contingency plan in case plans fall through with transportation, meals, innkeepers, etc.**

- **Identify congregation members who might be able to offer special services to guests like haircuts or health screenings.**

#### **October (Preparation)**

- **Organize winter shelter storage space.**
- **Make a final check of supplies.**
- **Host a training session for all volunteers at your congregation.**
- **Make sure all November dates are covered.**
- **Make reminder calls or send reminder emails a few days before your first night of shelter.**
- **Confirm scheduling of any congregational vehicle.**

#### **November-March (Implementation)**

- **Make reminder calls or send reminder emails to volunteers a few days before their scheduled night.**
- **Maintain an inventory of supplies and replenish items as needed.**
- **Find volunteers to cover any gaps in the schedule.**
- **Make sure cots/mattresses are in good shape.**
- **Check bed linens for stains and tears.**
- **Check in regularly with congregation staff to make sure there are no issues.**
- **Ask children and youth volunteers to put together toiletry bags.**
- **Identify volunteers who will shop for and make sack lunches.**
- **Communicate any concerns with the Room In The Inn Coordinator.**

### **November (Implementation)**

- **The Room In The Inn season begins!**
- **Plan Thanksgiving meal; guests appreciate an alternative to the traditional holiday meal.**
- **Consider gathering a supply of cold weather items like hats, gloves, scarves, and hand warmers.**

### **December (Implementation)**

- **Confirm schedule with volunteers because holiday plans can change their availability.**

### **January (Implementation)**

- **Consider taking additional guests or adding nights when the temperature drops.**

### **February (Implementation)**

- **Plan a Valentine's Day party or a Super Bowl party for your guests.**

### **March (Implementation)**

- **Confirm schedules with volunteers; spring break and warm weather may cause changes.**

### **April-May (Gratitude)**

- **Plan a thank-you event or acknowledge Room In The Inn volunteers during a service.**
- **Clean out storage area.**
- **Clean mattresses/cots and store for the season**

### **June (Education)**

- **Plan a Sunday school class about the issues of homelessness.**
- **Ask congregation members going on vacation to bring back extra hotel toiletries for Room In The Inn.**

### **July (Education)**

- **Organize a planning meeting with shelter volunteers and your congregation's leadership. Discuss the upcoming season and any potential changes like accepting women and families, scheduling, taking on extra nights in cold weather, etc.**
- **Screen the documentary "The Crossroads of Life or Death" about Room In The Inn. It is available on the Room In The Inn website at [roomintheinn.org](http://roomintheinn.org).**



## Room in the Inn BG Guest Rules

### RESPECT

- \_\_ No weapons**
- \_\_ No violence: Fighting, Threats, Verbal/Argumentative Behaviors, Unwanted Touching, Sexual Harassment/Interaction, Discriminative Actions.**
- \_\_ No touching another person's belongings without permission or any type of theft.**
- \_\_ No Drugs or Alcohol.**
- \_\_ Items left at RITIBG may be subject to search.**
- \_\_ Masks must be worn and must cover both nose and mouth. Guests will be screened for Covid-19 daily and are expected to practice safe Covid practices such as facial coverings, social distancing and hygiene at all times both at Room in the Inn BG and the churches.**
- \_\_ No panhandling or asking for money ANYWHERE within 4 blocks of the RITIBG building or the churches.**
- \_\_ No Smoking except in designated areas. Dispose of butts appropriately.**
- \_\_ No loitering outside of RITIBG or anywhere nearby. Do not arrive for registration before 4:30pm. Registration begins at 5:00 and ends at 5:30. Do not be on property at any time when Room in the Inn Bowling Green is closed.**
- \_\_ All participants must actively participate in classes, counseling or Case Management with an approved service.**
- \_\_ We only house those that cannot stay at Salvation Army. We will confirm your inability to stay with them and you may be asked to go there to pick up documentation.**
- \_\_ You must be respectful of property AND of all Congregation rules. Do not violate quiet time at the churches.**

**\_\_If you accept a bed and go to the church, you are expected to stay the night. If you leave for a reason other than an emergency or a pre-approved situation, you will face suspension.**

**Breaking any of these rules will result in consequences ranging from a suspension for a minimum of one week, not being able to attend a specific congregation for the rest of the season, or expulsion from the program entirely. A third suspension of any length will result in expulsion for the rest of the season.**

**By initialing above and signing below you are agreeing to the RITIBG rules, and the consequences for breaking them.**

**Date: \_\_\_\_\_ Signature: \_\_\_\_\_**