

## RITI: EVENING COORDINATOR 5–9 PM & MORNING CHECKUP

- The evening coordinator has overall responsibility for the evening.
- Call all volunteers 2 or 3 days before event to make sure they have not forgotten their commitment. **MAKE SURE THAT VOLUNTEERS KNOW THE LOCATION OF THE DALE HOUSE. Remind food preparers that food should be hot in disposable containers. Bread should be sliced and in foil. Discuss the amount of food they will bring.**
- Call drivers and remind them that they have signed up to drive.
- **Make sure the checklist is out and that volunteers are using the checklist.**
- Meet neighbors when they arrive.
- Direct neighbors to bedrooms, bathrooms, smoking areas etc.
- Read guidelines to neighbors. Emphasize that opening the front door will sound an alarm.
- **On Friday night**, determine if any of the neighbors have to be in Charlotte before 8:30AM to work. If someone must be in Charlotte early, contact the morning driver to let them know that the bus must leave early.
- Drivers will give the bus keys and paperwork to you when they arrive. Put the bus keys in the first aid kit and the paperwork in the RITI notebook.
- Offer a prayer before dinner asking a neighbor if they would like to offer a prayer.
- Help serve dinner and sit with neighbors.
- Make sure the deserts are set out.
- Supervise distribution of underwear. Underwear is in the storage closet and should be given out at the door to the storage closet. A volunteer must be present at all times.
- **Make sure there is no left over dinner food** and that the trash has been taken to the dumpster.
- Defrost breakfast biscuits by placing in the refrigerator.
- Stay until night hosts arrive. Answer any questions the night hosts have.
- Check in the morning to see that everything is in proper order.
- **Emergency procedures are in the back of the notebook.**