

CARITAS **SHOWER CHAPERONE** INFORMATION

- 1. General Description of Responsibilities.** Each evening, from Saturday, DECEMBER 22ND – Friday, DECEMBER 28TH, we will offer our guest families an opportunity for a hot shower in Spence Hall. There will be four 30 minute “shower shifts” each night. Sometimes we do five shifts to accommodate the needs. Be flexible on your timing! Your primary responsibility will be to escort our guests between Spence Hall and the FLC gym during their assigned shower shifts. In addition we are asking you to help us with the laundry service by bagging the dirty towels. Most importantly, we are here to share Christ’s love in a tangible way to our brothers and sisters who have come to stay with us.
- 2. Specific Responsibilities and Schedule.** On your assigned evening, please arrive at Spence Hall no later than 6:15 p.m. As you arrive, our guests should be completing their dinner. You will be trained by a CARITAS team member prior to your service.

FROM 5:00 TO 6:30 P.M. - Shower Sign Up. The guests will be encouraged to sign up in the Shower Log Book, which you will find in the kitchen of Spence Hall. The CARITAS staff representative will help facilitate shower sign-ups, if needed.

FROM 6:45 TO 9:00P.M. - Escorting Guests To and From Showers. At 6:45 p.m., please start the shower shifts. There will be (4) guests per shower shift. Meet guests at back colonnade door at SH. Give each shift’s (4) guest’s a shower caddy (these are to be returned at the completion of their shower.) During each 30 minute shift, simply escort the assigned guests to the FLC gym and back. A key for the FLC will be in a logbook. (Walk straight up the colonnade to the FLC and enter through the doors just past the SBC garden.) You will need to turn the thumb latch as you turn the key to get the door to open. The door will lock behind you. Go to the gym via the hall outside the big conference room. Turn on any necessary lights and leave them on. Lights should be on in the gym already.

DO NOT LEAVE ANY GUESTS WITHOUT A CHAPERONE.

DO NOT LET GUESTS ESCORT THEMSELVES BACK TO SPENCE HALL.

- 4. Chaperoning at the Shower Station.** You will find a shower station set up with towels and toiletry bags outside the showers in the FLC gym. To keep the guests on schedule please allow **5 minutes** to get to FLC, **20 minutes** for a shower, and **5 minutes** to return to Spence Hall. You may need to give them **five minute warning** by announcing it in the door of the bathroom for being ready to return on time with you.
- 5. Toiletry Items.** Ask each guest if they need a toiletry bag instead of automatically giving one, because many will already have gotten one at the beginning of the week. We will also have one pair of new underwear and socks to give them for the week, if available. Ask them if they need them and if they have already gotten some that week.
- 6. Assisting the Guests.** As you arrive, check the shower rooms to make sure they have everything they need before they start. Keep the doors to the bathrooms open in case they need you. Prop open with a chair if necessary. Respect their privacy and only go in if they need you. Make sure no children or others that may be in the building enter these bathrooms. They may use the bathrooms upstairs or in the FLC commons.
- 7. Towels.** There will be bags marked towels” dropped at the shower station by the laundry volunteers. As our guests shower, please roll the towels and replenish the station throughout the night with the towels and supplies, which will be under the tablecloth.
- 8. Completing Each Shower Shift.** You should give a five-minute time warning close to the end of the allotted shower time, if needed (remember to allow 5 minutes for the return trip to Spence Hall) all dirty towels should be put in a laundry bag that is marked “Towels”. Collect the plastic shower caddies from each guest. Make sure you have the correct number of caddies. If not, double check the showers in case a guest has not exited. Put the dirty towel bags in the FLC Commons red/green CARITAS Laundry Pick-Up/Drop-Off” bins.

9. **Return to Spence Hall.** Collect the next (4) guests and give them 4 shower caddies. Repeat steps above. ☺ When returning from the last shower trim please make sure you turn off the lights and make sure the door locks behind you.
10. **Record Amount of Volunteer Time.** Please record the estimated amount of time you spent serving in the CARITAS logbook located in the kitchen of “Spence Hall. This is very I important to log for CARITAS because they are required to p provide this volunteer information in their applications for grant money.

If you have questions, please contact.

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