



### **FFH Set-Up Responsibilities (Updated 12-02-16)**

All volunteers are required to fill out an online background check prior to volunteering with FFH. Volunteers will receive an email with the background check link to fill out before the hosting week. The E-Registration is easy to fill out and once registered a list is formed so you only need to sign up once. If you get to host week without having done the background check, please let a coordinator or point person know and they will help you get signed up.

**Important! Don't forget to sign in when you arrive! It's in the green FFH book in the kitchen.**

The set up crew is asked to arrive at 11:00 a.m. on the first Sunday of hosting. Bill Kozakewich, 443-9803, is the set up and tear down coordinator. He or another coordinator will meet the FFH trailer from the hand off church which usually arrives around 9:30a.m. and is parked by the single door on the north side of the church. Set up starts when the classrooms 3W, 5W and 6W and 7N are empty after Sunday school (10:45-11:00a.m.).

Information from the previous church and the coordinator trac phone will also accompany the trailer. Please put these items in the kitchen by the FFH book and let a coordinator know.

Rooms will be labeled for each family with number of beds, equipment preference, and number of people sleeping there. If marked family belongings come with the trailer, put the items in the assigned family rooms. Every cot needs a mattress cover. There should be a pillow, set of sheets/pillow case, and blanket set up for each bed. The equipment should have been wiped down with disinfectant at the previous church. If equipment doesn't look clean, wipe it

down. FFH cleaning supplies are in the custodian closet in a blue crate marked "FFH."

One green plastic end table, lamp and night light should be placed in each room. Put other night-lights in the halls between the host rooms (8N, 9N) and guest rooms. The two- sided cupboards in some rooms should be turned around for the guests to use. If young children are assigned to the rooms, put supplies out of reach, cover vulnerable areas with extra sheets or put equipment in 4W. Signs can be placed on the doors of each room to welcome each family and the door windows need to be covered.

**Please do not distribute towels in the rooms until orientation on Sunday night according to needs of the family. Once the towels go into the room, they must be laundered even if unused. Also no extra blankets unless requested.** The extra blankets and linens will be in tubs in room 8N. Encourage families to ask a host before taking linens.

OSLC FFH has purchased 2 cots for the overnight hosts and are located in the shed. The cots go in rooms 8N and 9N. Suzie Smith (cell: 231-0148) has alarm clock, night lights and lamps for the overnight host rooms. No bedding supplies needed as the overnight hosts bring their own. The smoking pot should be set outside the north door and is located in the shed. PLEASE CONTINUE TO ASSIST UNTIL EVERYTHING IS COMPLETE.