

HOSTING THE WOMEN & CHILDREN OF MCREST AT OUR MT. CLEMENS SHELTER

Breakfast and Lunch 2-4 Volunteers (anytime-either at your Church or here at MCREST)

- Breakfast (continental style): Should consist of any combination of the following: Individual or gallons of juice and milk, cereal, instant oatmeal, granola bars, pop tarts, bagels, pastries, fresh fruit, yogurt, etc. Guests do have access to a microwave. You are **not** required/expected to be here in the mornings, staff will set out the items daily. (Please do **not** place *breakfast items in the lunch bags*)
- Lunch (1 lunch bag per person containing at least): 1 salty snack, 1 sweet snack, possibly fruit (fruit cup)/vegetable, 1 water, and 1 sandwich. Please keep the lunches as similar as possible to avoid any conflict amongst the guests.
Sandwiches: Should your church choose to provide lunchmeat sandwiches, please **keep the sandwiches separate**, as **those will be placed directly in the community fridge**. Guests will access them at their leisure. PB&J may be placed directly in the lunch bags if you choose. Please do **not** put names or allow guests to put their name on the lunch bags.
- If preparing the lunches here at MCREST, please be certain to bring all items necessary to complete your meal, including, but not limited to: juices, water, bread, peanut butter & jelly, lunchmeat, condiment packets, snack items, Ziploc bags, lunch bags, etc)
- Initially, for *breakfast items and lunch bags*, we suggest planning to provide for approximately 40 guests. (Adjusting as the week goes on)
- **Volunteers are NOT needed in the am to set up the continental breakfast table, or to put out the lunches for the guests – our staff will handle that.**

Dinner

4-6 Volunteers

4:30 to 8:30 pm

- Case Managers make announcements at 6:15pm, w/dinner service immediately following. Dinner will be served cafeteria style to our guests. Please plan your meal preparation to have the food set out and ready to be served at that time.
- Volunteers must place servings on guests' plates.
- Plan on dinner service for approximately 45-50 guests. Check with the MCREST Church Liaison prior to your week to confirm the number of guests and any special dietary needs of our guests, for your host week.
- Volunteers may arrive to MCREST as early as necessary to prepare meals when utilizing our kitchen.
- Meals may also be catered in; or made off-site and brought in to be served.
- Please be certain to bring all items necessary to complete your meal (including, but not limited, to plasticware, paper plates, napkins, specific spices, Reynolds or Saran Wrap, Ziploc bags, condiments, beverages, desserts, etc)

- Dishes at the building may be used for serving dinner, however, the church will be responsible for washing and properly storing after the meal.
- Please prepare a “to go” container for any late arrival guests. (They *must have the guests name and the date on the top of the container and be placed in the community fridge for the guests to access*). Please refer to the dry erase board on the fridge, in the kitchen, which will list the names of guests requiring a meal, as well as any dietary restrictions.
- After dinner, volunteers are required to assist with any additional clean up in the dining room area (**including** tables, floors, emptying all 3 garbage cans in the dining room & kitchen, sweeping, mopping, etc), A Daily Task List is posted in the kitchen for your reference/convenience.

Evening Hospitality

1-2 Volunteers (optional)

7:00 to 9:00 pm

- Volunteers may plan after dinner activities with the guests (i.e., movie night, bingo, arts and crafts, games, host a read along with the smaller children, etc)
- Volunteers may provide hospitality in the Common Room or the Kids Playroom.
- Volunteers with Hair Stylist experience may utilize our hair cutting station within the building. (Advance notice, with a sign up sheet is recommended)
- Volunteers may also be asked to assist our evening Case Managers with light duty tasks (such as vacuuming, gathering toiletries for guests, helping to replenish toilet paper/paper towel dispensers, etc)

ADDITIONAL CONTRIBUTIONS REQUESTED OF YOUR CONGREGATION DURING YOUR HOSTING WEEK:

- **Bus Tickets / Fuel Cards:** When it comes to individual transportation needs for our guests, it costs approximately \$25/per guest, per week. (Please plan to provide for 40 of our 54 total guests-which equates to \$1,000 for the week.) If you would like to provide a check made payable to MCREST noting “transportation” in the memo line, this will allow us the ability to properly distribute the funds to meet our guests’ needs (either bus tickets or the purchase of fuel cards).
- **Laundry Pods and Dryer Sheets** (*Pods only*. No liquid or dry detergent please)
- **Cases of bottled water** (*daily need*) **Additionally**, donations of any snacks, lunch meat, juice boxes, “other” food items, paper products, etc., are welcome!

The above guidelines are suggestions as to the number of volunteers and times to help you plan for your host week at the Mt. Clemens building. Please check with the MCREST Church Liaison to confirm any specific needs for your hosting week. It is highly suggested that if you have not been through the building, to please arrange a walk through, prior to your hosting week, to become familiar with the building and see how to best utilize your volunteers.

Thank you for your continued support and generosity!