

# SHELTER SLEEPOVER INSTRUCTIONS

(September 2019)

1. You should plan to arrive by 8 p.m. Please sign your name into the log located in the white Shelter Binder. The guests should already be at the shelter when you arrive. You are welcome, and encouraged, to share in the dinner. The guests are free to chat, snack, shower, or watch TV until around 10:30 p.m., but they determine their bedtime.
2. Make sure the set-up volunteer has given you the keys to the shelter. The keys should remain with you at all times. Make sure that before you leave, all of the cabinets have been securely closed and locked. The internal latches must be closed before locking the bolt. Be sure you put the keys back in the cabinet that has the combination lock when you leave the shelter the next morning.
3. The lock combination is: 1 - 4 - 8.
4. The women's lounge is your sleeping/study area for the night. Each of the two sofa beds have adjustable positions for your head. These can be adjusted by first pulling up, which releases them to lie flat. Sheets, blankets, pillowcases and towels are located in the linen closet in the shelter room, and your pillows and bed pads can be found in the wicker trunk in the women's lounge. A nightlight and alarm clock can also be found there. To make up your bed, please place bed pads on the beds first. In the morning, please return the bed pads to wicker basket. Used linens should be put in the laundry box in the shelter room. All items taken from the wicker trunk should be returned to the wicker trunk in the morning. There is a phone box in the lounge for use in an emergency (dial 9 for an outside line.) The key is on the key lanyard. The phone number in the women's lounge is: (212) 877-4050, ext. 245. You determine when you want to retire to the women's lounge for the evening.
5. The Wi-Fi passwords are:

**INSIDE THE SHELTER – freedom2015**

**INSIDE THE WOMEN'S LOUNGE – p0wdern0se (note the zeros)**

6. Sometime after dinner, but before 9:30 p.m., one or two of the men (each guest receives a weekly assignment) will put all leftover items in the shelter refrigerator downstairs in the kitchen and wash any cooking utensils and serving dishes.
7. The wake-up time is 5:30 a.m. If the men are not already up, please turn on the lights in the shelter room.

8. After the guests have eaten (breakfast food is available in the shelter room and served by the men themselves), each guest is expected to clean up. Dirty linens go in the laundry box. They get bagged up every Tuesday morning. Unused paper goods, plastic utensils and condiments go in the shelter middle supply cabinet. Chairs are stacked against the walls. Tables should be left where they are unfolded and clean.
9. Check the kitchen and make sure all dishes and trays have been washed, dried and put away in the gray metal utensils cabinet in the kitchen. Make sure dishwashing liquid and sponges are also placed in the cabinet. Most importantly, please make sure that the cabinet is locked.

## **LEAVING THE SHELTER IN THE MORNING**

1. All guests are required to leave from the main lobby when the bus arrives between 6 and 6:15 a.m. Any guest who needs to depart earlier for his job is allowed to do so.
2. Once the men have left, take a quick look around the shelter to make sure everything has been put away. Be sure the middle supply cabinet is locked (there is a latch located on the upper left door and it should be locked in) as well as all other cabinets. Place the keys in the padlocked cabinet and lock the cabinet (combination 1 - 4 - 8). Make sure that the cart has been returned to the kitchen.
3. The sleepover volunteer leaves after all of the guests depart. The synagogue door locks automatically, but please make sure that the door is closed. If the bus does not arrive by 7 a.m., please call the shelter coordinator, Lance Leener, at: (917) 453-1017.

For any questions or issues that may arise, please call Lance Leener.

For medical or immediate emergencies call 911. Then call Lance Leener.

You are at:  
Stephen Wise Free Synagogue  
30 West 68th Street  
New York, NY 10023  
(On 68th Street between Columbus Avenue and Central Park West.)

## **THANK YOU FOR VOLUNTEERING!**