



MANITOWOC WARMING SHELTER

Located inside of First Presbyterian Church

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www.manitowocwarmingshelter.org

REGISTRATION/CHECK IN

When:

- Every Night

Time:

- 7:30 – 8:45 pm

Number of People Needed:

- 2 people each night, must be over the age of 18

Entry

- Enter through the 8th Street door they will either be unlocked, or someone will be there to let you.

Tasks

- Set-Up 4' table in Entry Way (this is stored in front of the stage)
- Take from the OFFICE CABINET
 - Face Masks
 - Emergency Medical Release
 - Tote Assignment Clipboard
 - Guideline Clipboards
 - Sign-In Clipboard
 - Name Tags
 - Cup of Pens
- Greet guests when they arrive with a smile and introduce yourself
- Invite them to review the Guidelines (on the large poster or on the clipboard)
- Have them complete the Sign-In and the Medical Release Form
- Assign them a tote number
 - If they have been present since the previous Wednesday, they already have a tote assignment
 - Once in the Hall the night Monitor will help them get their tote
- When shift is over, place the clipboard on the Night Monitor's table on the stage the other items can be place in back in the OFFICE Cabinet
- The Table can be placed in front of the Stage
- Leave facemask on entry way table