



MANITOWOC WARMING SHELTER

Located inside First Presbyterian Church

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CHECK-IN (REGISTRATION) PROCEDURES

Overview

Check-In volunteers register guests, collect required information, assign totes and linens, and guide guests to their assigned cots. Line Monitors and Night Monitors serve as substitutes when necessary.

Schedule Details

Detail	Information
When	Every night
Time	7:30–8:30 PM
Staffing	Two people each night
Early departure	The Line Monitor may allow volunteers to leave early at their discretion

Arrival Instructions

- Arrive 5–10 minutes before the shift.
- Set up the 4-foot Check-In table in the designated location.
- Place the following items on the table:
 - Face masks
 - Tissues
 - Hand sanitizer
 - Emergency Medical Release and sign-in clipboard
 - Tote assignment clipboard
 - Guidelines clipboard
 - Pens

RESPONSIBILITIES AND TASKS

Complete Guest Registration

- Ask each guest to complete the Sign-In and Emergency Medical Release Form.
- Ensure that guests provide required phone numbers.
- Ask guests to print legibly.
- Ensure that each guest signs the form.

Assign Totes and Linens

- Ask each guest to complete the tote assignment sheet.
- Assign one tote to each guest.
- Ensure that guests print legibly.
- If a guest has been present since the previous Tuesday, confirm that the guest already has a tote assignment.
- Offer to carry the assigned tote to the guest's cot.
- Guide the guest to the assigned cot.

Complete the Shift

- Place the Sign-In and Tote Assignment clipboards on the Night Monitor table when the shift ends.
- Leave the Guidelines clipboard, tissues, masks, pens, and hand sanitizer on the table.
- Move the Check-In table to its designated location.