

Thank you for your interest in volunteering with the **Lawrence Winter Shelter**. Currently this whole project is staffed with volunteers. Your participation is crucial to our success. We understand that you may have questions about what it means to volunteer. We hope this information will answer most of those questions.

**Please feel free to share with family/friends/community groups/congregations...**

The Lawrence Winter Shelter is being housed in the Day's Inn, 730 Iowa. This is just north of 9<sup>th</sup> Street on the east side of Iowa. Volunteers should report to room 108 upon arrival (first floor near the lobby).

Guests can check in to the Emergency Winter Shelter between 6 pm – 8 pm (late night arrivals will not be turned away and accepted by night-time coordinators). Wake up is 7am, check-out at 8am daily.

The LWS needs 2-3 Volunteers every night for Welcoming / Intake tasks. They need 1 person for each of the overnight shifts. If volunteers prefer to work with a friend/family member overnight that is great.

We have two onsite coordinators John and Tony who will be there **at least** from 5:30-10pm and from 6am-until the last guest leaves.

Currently the shelter is seeing 40-50 guests a night. The Shelter is open ONLY on nights 40 degrees or lower. This is based on the predicted forecast for nighttime temps.

**Food Donation Processor This shift is from 4pm-6pm**

Volunteers are there to receive food / goods donations, organize said donations and assemble bags to be given to the guests that night. This will be done in Room 108 of the Day's Inn. An onsite coordinator will be there initially but experienced volunteers may work alone (1-2 volunteers).

To sign-up to volunteer go to: [SIGN UP TO VOLUNTEER](#)

**Welcome / Intake Guest Facilitator This shift is from 5:30-8:30pm**

Volunteers are there working along side one of the Onsite Coordinators and may work with other volunteers. Volunteers should be supportive and welcoming to the homeless guests being received.

Tasks may include the following:

- No-touch temperature taking of guests
- Reading aloud / providing rules / expectations to incoming guests
- Reading liability waiver and having guests sign
- Packaging up snack bags / handing them out
- Assisting guests in signing in
- Other tasks as assigned by Onsite Coordinator

Some of these duties may take place outside. Please dress accordingly.

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**Overnight Guest Facilitator This shift is from 8pm-12:00am**

Volunteers are there in case of an urgent need. Volunteers are there to assist in monitoring guests in case of noise, obvious violations of the rules, etc. Overnight guest facilitators will be provided information and instruction on what is and isn't their responsibilities onsite. (*con't next page*)

Feel free to email me / call me with any questions and I will do my best to answer them!  
Caitlin McDiarmid, Lawrence Winter Shelter Volunteer 785-764-2612

Tasks include:

- Receiving late arriving guests, if any.
  - o Doing temperature check
  - o Providing rules and expectations
  - o Having guest sign liability waiver
  - o Providing snack bag
- 30 min – 1 hour walks around the property for monitoring of any concerning behavior (this is outside - please dress accordingly)
- Enforcement of rules
- Emergency contact
- Morning shift will help with waking guests and assisting them in departure.

To sign-up to volunteer go to: [SIGN UP TO VOLUNTEER](#)

### **Morning Wake Up /Breakfast Assist This shift is from 7:00am-8:30am**

Volunteers are there to make wake up calls to hotel room guests and assemble breakfast bags. This will be done in Room 108 of the Day's Inn. An onsite coordinator will be onsite but you will be likely on your own in the room much of the time.

To sign-up to volunteer go to: [SIGN UP TO VOLUNTEER](#)

### **Food / Goods Donations:**

**ALL food must be packaged individually due to Covid-19 restrictions. Homemade food IS accepted but must be pre-packaged in individual containers. The LWS is seeing 40-50 guests a night.**

The Lawrence Winter Shelter is in need of the following:

- Masks
- Individual Bottles of Water
- Fruit (Apples, Oranges, Bananas)
- Microwavable meals, Soup in a cup, Mac n Cheese, rice/beans, etc.
- Chips (snack size), Cookies/Candy Bars
- Energy/breakfast bars
- Trail Mix (individual size)
- Fruit/Applesauce cups
- Peanut butter crackers
- Pop Tarts (variety)
- Canned or bottle orange & apple juice

The Lawrence Winter Shelter has minimal storage onsite. Please check with us before dropping off more than a night's worth of food. Donations can be dropped off at Room 108 at the Day's Inn, 730 Iowa at 5:15-5:45. Donations outside of those hours can be dropped in the hotel lobby, with notification to the front desk. Large donations can be delivered to LWS volunteers, please email us.

### **Monetary Donation Needs**

The City of Lawrence is paying for hotel rooms, but other expenses are expected. To make a tax-exempt donation: <https://www.dccfoundation.org/fund/Winter-Shelter-Fund>

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Caitlin McDiarmid, Lawrence Winter Shelter Volunteer 785-764-2612